



Office of Human Resources
Internal Auditor Associate - CV3044
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General Statement of Duties

Performs intermediate level professional auditing work, conducting internal audits, including performance, financial, IT and compliance audits, preparing reports in accordance with Generally Accepted Government Auditing Standards to ensure compliance with rules and policies, and measures performance for efficiencies.

Distinguishing Characteristics

The Associate Internal Auditor is distinguished from the Staff Internal Auditor, which performs entry-level auditing work while in training and under close supervision; and, is distinguished from the Senior Internal Auditor, which performs full performance level auditing work and assignments.

Essential Duties

Assists with conducting performance, financial, compliance, and contract audits and evaluations of city organizations and programs that include, but are not limited to effectiveness, efficiency, public policy assessment, governance, and internal control and compliance objectives as defined by Generally Accepted Government Auditing Standards.

Researches best practices, performance benchmarks, industry trends, applicable laws, policies, procedures, and methods, and academic literature in order to measure program and organizational activities, and develop a working knowledge of processes, in order to decrease time, streamline processes and services, and ensure compliance with rules and policies.

Assists with designing audit procedural plans, which includes developing overall purpose, timeline, and criteria standards, defining scope of work and objectives, and determining fieldwork activities.

Assists with the development of a wide range of qualitative and quantitative procedures and methodologies to review and evaluate business practices, operations, and records.

Assists with the development of surveys and questionnaires, and conducts fieldwork (interviews and investigations) to gather information, work samples, evidence, and gain an understanding of business operations and procedures.

Applies audit procedures, methodologies, and generally accepted auditing standards in examining records and documents, evaluating operational efficiencies, effectiveness, and internal controls to ensure transactions are properly recorded and in compliance of policies and procedures.

Statistically analyzes data, information, and records, in order to assemble and configure findings into meaningful formats in supporting conclusions and recommendations.

Assists with the preparation and presentation of final audit reports to stakeholders and client organizations, which includes identifying and developing audit findings and supporting conclusions, determining efficiency and effectiveness of processes, summarizing areas of concern or risk, and recommending courses of action for compliance.

Ensures performance audits are conducted in compliance with generally accepted auditing standards and associated city rules and policies, and collaborates with internal review processes.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Mathematical Reasoning – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of accounting principles and auditing standards sufficient to be able to determine compliance with internal accounting procedures.

Knowledge of state statutes, City Charter and ordinances contract requirements and other City rules and regulations sufficient to be able to determine compliance.

Skill in applying accounting principles and auditing standards for determining liability for assessing appropriate taxes, and/or determining the reliability and integrity of a given accounting system by evaluating its internal controls.

Skill in exercising initiative, judgment, and decision making in solving problems and meeting organizational objectives.

Skill in independently adapting, interpreting, and applying written guidelines, precedents and standardized work practices to a variety of unprecedented or problematic situations.

Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.

Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.

Skill in using various forms of computer software for preparing documents and spreadsheet work papers.

Skill in maintaining and organizing files, documents and records.

Level of Supervision Exercised

None

Education Requirement

Bachelor's Degree in Accounting, Finance, Public Administration, Public Policy, Government Analytics, Business Administration, or related field. Some positions may require successful completion of a college-level course in auditing principles.

Experience Requirement

One (1) year of professional level experience auditing and evaluating business practices and processes to ensure compliance and efficiency.

Education & Experience Equivalency

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Subject to many interruptions.
Pressure due to multiple calls and inquiries.
Some positions may perform on-site audits.
Some positions are subject to significant local travel.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Background Check Requirement

Criminal Check
Education Verification
Employment Verification
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-08
FLSA Code: Y
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: