



Office of Human Resources
Internal Auditor Lead – CV2240
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General Statement of Duties

Performs regularly assigned lead work over professional auditors engaged in conducting internal audits, including performance, financial, IT and compliance audits, and 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 Lead Performance Auditor is distinguished from the Senior Performance Auditor, which performs full performance level internal performance auditing work and assignments; and, is distinguished from the Performance Audit Supervisor, which performs professional level supervision over internal performance auditors and support staff.

Essential Duties

Leads and conducts 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.

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

Leads and develops a wide range of qualitative and quantitative procedures and methodologies to review and evaluate business practices, operations, and records.

Leads 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.

Leads statistical analysis and data gathering projects in order to assemble and configure findings into meaningful formats that support conclusions and recommendations.

Leads 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.

Develops or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage.

Provides work instruction and assists employees with difficult and unusual assignments.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions.

Contributes to the development of performance goals, documents performance, provides performance feedback, and provides information to inform the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Documents and records situations, which may be cause for disciplinary action and provides this information to the supervisor.

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

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.

Manages and Organizes Information – Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

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

Planning and Evaluating – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

Knowledge & Skills

None

Level of Supervision Exercised

Performs regularly assigned lead work over two or more professional performance auditors.

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

Three (3) years of professional level experience including one year as a Senior Internal Auditor, 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-11

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date: 1/24/21

Revised By: GT

Class History:

Revised pay grade as part of a class study.