



## Office of Human Resources Internal Auditor Staff - CV2238

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### General Statement of Duties

Performs entry-level professional auditing work, 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 Staff Internal Auditor is distinguished from the Associate Internal Auditor, which performs intermediate level auditing work and assignments.

### Essential Duties

Trains and 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.

Trains and assists with researching 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.

Trains and assists with audit procedural planning, which includes developing overall purpose, timeline, and criteria standards, defining scope of work and objectives, and determining fieldwork activities.

Trains and assists with developing a wide range of qualitative and quantitative procedures and methodologies to review and evaluate business practices, operations, and records.

Trains and assists with developing surveys and questionnaires, and conducting fieldwork (interviews and investigations) to gather information, work samples, evidence, and gain an understanding of business operations and procedures.

Trains and assists with applying 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.

Trains and assists with statistically analyzing data, information, and records, in order to assemble and configure findings into meaningful formats in supporting conclusions and recommendations.

Trains and assists with preparing and presenting 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.

Trains and assists with ensuring 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.

Learning – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

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.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

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

### Knowledge & Skills

Knowledge of generally accepted accounting principles and auditing standards and procedures for conducting financial and compliance, economy and efficiency, and program results audits.

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

Skill in interpreting and applying written guidelines, precedents and work practices to standardized work situations or specific cases.

Skill in recognizing non-standardized situations and preparing recommendations for problem resolution.

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

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

Skill in preparing professional written documentation, including charts and/or maps, to illustrate and convey pertinent facts.

### Level of Supervision Exercised

None

**Education Requirement**

Bachelor's Degree in Accounting, Finance, Public Administration, Public Policy, Government Analytics, Business Administration, or a related field.

**Experience Requirement**

None

**Education & Experience Equivalency**

No substitution of experience for education is permitted.

**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  
By position, Motor Vehicle Record  
Education Verification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: EX-06**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date: 1/24/2021**

**Revised By: JFH**

**Class History: 1/24/2021 – FLSA Project: Reclassified from non-exempt (V-620) to exempt (V-807) per duties and responsibilities in alignment with professional career path.**