

MAJOR FUNCTION

This is professional work in conducting internal performance audits of City departments, programs and contracts that address financial, managerial, program, operational topics/areas and information technology. The incumbent performs management reviews and/or investigative assistance as requested. Work involves the application of advanced skills in auditing and analyzing management records, systems, procedures, and programs. Based on review of City department records, the employee identifies deficiencies in financial accountability and management responsibilities and prepares recommendations and corrective measures to improve records and internal controls. Works with auditees to develop action plans to resolve audit issues. Work requires the preparation of various working papers, financial analyses, and audit reports. Work is performed under the general supervision of an Audit Manager, and is reviewed through analysis and evaluation of reports and recommendations.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Conducts performance audits of City programs, processes, contracts, etc., that address financial, managerial, programs, operational topics/areas and information technology. Develops objectives for assigned audit engagements to include, but not be limited to, determining: the soundness of the control environment and the system of internal controls established by management; the extent of compliance with established policies, plans, and procedures; the extent to which assets are accounted for and safeguarded from losses of all kinds; and the reliability and integrity of financial and operating information developed within the organization. Provides investigative assistance as requested. Prepares reports of audit, inquiry and other engagement results. Serves as auditor-in-charge and may coordinate the work of other auditors on any given project. Prepares project evaluation of staff assigned to audit, inquiry or other engagements. Meets with management to discuss recommendations made concerning identified issues. Performs related work as required.

Other Important Duties

Coordinates the work of other auditors and clerical staff on any given project. May assist other auditors in various segments of audit projects. Attends special meeting with public and appointed officials as appropriate. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of systems of internal control, current management sciences, organization theory and practice, governmental auditing and accounting standards, internal auditing standards, statistical methods, finance, budgeting, and human relations. Ability to quickly acquire working knowledge of the organization and environment. Ability to conduct independent and comprehensive research and evaluation and to provide recommendations and alternatives. Ability to communicate complex concepts in lay terms and to express ideas clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of computers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, accounting, or a related field and three years of professional auditing, accounting, or related governmental fiscal administration experience; two years of experience as a Staff Auditor with the City; or an equivalent combination of

training and experience. A CIA, CGFM, or CISA certificate acquired by examination or a CPA certificate accepted by the Florida State Board of Accountancy may substitute for one year of the required experience.

Necessary Special Requirement

At the City Auditor's discretion, a valid Class E State driver's license may be required at the time of appointment for any of the designated positions allocated to this class.

Established: 05-01-85
Revised: 01-20-89
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