

MAJOR FUNCTION

This is responsible professional and supervisory work performing independent internal evaluations of the City's operations and managing projects performed by auditors-in-charge. Work involves the application of advanced management and auditing skills in conducting and directing performance audits and special engagements. Performs management reviews and/or provides investigative assistance as requested by the City Auditor and reviews audits and special engagements performed by Senior/Staff Auditors. Work requires the preparation of various working papers, analyses, and audit reports. The incumbent is responsible for developing and maintaining procedures surrounding the audit process to ensure all audits are completed in accordance with generally accepted governmental auditing standards or Standards for the Professional Practice of Internal Auditing, as appropriate. Work is performed under the general supervision of the City Auditor and is evaluated based upon the quality of the end product of the audit, or special engagement.

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

Participates in the coordination and development of the annual and long-range audit plans. Assists in coordination of the annual training program for staff. Monitors staff productivity and assigns audit projects to auditors-in-charge. Conducts and manages performance audits of various City programs, processes, contracts, etc. Ensures that the appropriate objectives are established for each audit, or special engagement assigned to include but not be limited to: determining the soundness of the internal control environment and the extent to which those systems are adhered to; ascertaining extent of compliance with established policies, plans and procedures; ascertaining extent to which assets are accounted for and safeguarded from losses of all kinds; and ascertaining reliability and integrity of financial performance, and operating information developed within the organization. Assigns, trains, supervises, and reviews the work of Senior/Staff Auditors. Prepares or reviews reports of audit, or special engagement results and ensures that recommendations presented therein are reasonable. Meets with management to discuss audit or special engagement results. Coordinates the periodic audit follow-up process designed to keep management and the City Commission informed of their progress in implementing action plans developed in the audit process. Recommends the selection, transfer, promotion, grievance resolution, discipline, or discharge of employees. Conducts project performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Attends special meetings with public and appointed officials as appropriate. Meets periodically with the Audit Committee to keep them informed on the activities of the City Auditor and to obtain guidance and direction relating to auditing activities. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of systems of financial and administrative control, government auditing and accounting standards, internal auditing standards, and statistical methods. Thorough knowledge of current management sciences, organization theory and practice, governmental accounting, finance, budgeting and human relations. Ability to supervise audit staff in a manner conducive to full performance and high morale. Ability to quickly acquire working knowledge of the organization and environment. Ability to conduct independent and comprehensive research and evaluations, 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. Ability to assign, train, supervise, and review the work of audit staff. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business, accounting, education, social science or a related field and five years of professional auditing, evaluation, or related governmental administration experience; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity. 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.

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