

MAJOR FUNCTION

This is responsible professional, supervisory, and administrative work conducting the more difficult and highly sensitive internal evaluations of City operations and performance, directing projects performed by audit staff and developing and implementing audit procedures to ensure all audits are completed in accordance with Generally Accepted Governmental Auditing Standards and/or Standards for the Professional Practice of Internal Auditing. The incumbent advises elected, appointed, executive, senior management personnel, and City Audit Committee members on highly complex matters of internal control, risks, policy and procedure, and accounting and auditing matters. The incumbent is second in command to the City Auditor, manages the administrative details of the Auditing Department's budget and procurement, and represents the department at either the City Auditor's request or in his/her absence. Work is performed under the general supervision of the City Auditor and is reviewed through conferences, analysis of findings and recommendations, and results achieved.

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

Conducts and manages performance audits of more complex areas such as the utilities and pension funds and highly sensitive issues, as identified by the City Auditor. Participates in the coordination and development and execution of the annual and long-range audit plans. Advises elected, appointed, executive, senior management personnel, and City Audit Committee members on highly complex matters of internal control, risks, policy and procedure, and accounting and auditing matters. Assigns, directs, and evaluates the work of staff auditors, auditors-in-charge and other subordinate professionals through the application of advanced management, accounting, and auditing knowledge and skills. Ensures that the appropriate objectives are established for each assigned audit, or special engagement 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. Prepares or reviews reports of audit, or special engagement results and ensures that recommendations presented therein are reasonable. Discusses the results of audits, special engagement, and investigative support services with elected, appointed, executive, and senior management personnel, as appropriate. Manages 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. Coordinates the annual training program for departmental staff. Recommends hiring, transfer, promotion, grievance resolution, discipline, or discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Manages the administrative details of the department's operating budget and procurement activities. Serves in capacity of City Auditor in his/her absence. Performs related work as required

Other Important Duties

In the absence of the City Auditor or as requested, attends regularly scheduled City Commission meetings. Attends special meetings with public and appointed officials, and City leadership, 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**

Advanced knowledge of systems of financial and administrative control, government auditing and accounting standards, internal auditing standards, and statistical methods. Advanced 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 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 at all levels of the government and with citizens as necessitated by the work. Ability to assign, train, supervise, and review the work of audit staff. Skilled 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 six years of professional auditing, evaluation, or related governmental administration experience, or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a CIA, CGFM, or CISA certificate acquired by examination or a CPA certificate accepted by the Florida State Board of Accountancy.

Established: 09-15-06