

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. Work involves the application of advanced skills in auditing and analyzing accounting 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. Work requires the preparation of various working papers, financial analyses, and audit reports. Work is performed under the general supervision of a higher-level Auditor and the work 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, program, operational topics/areas and information technology. Ascertains extent of compliance with established policies, plans and procedures. Ascertains extent to which assets are accounted for and safeguarded from losses of all kinds. Ascertains reliability and integrity of financial and operating information developed within the organization. Prepares reports of audit results, recommending improvements in accounting methods, internal controls, or operational/program areas. Performs related work as required.

Other Important Duties

Performs various administrative duties and special projects at the request or direction of the City Auditor. Attends special meetings with public and appointed officials. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of systems of internal control, current management sciences, organization theory and practice, governmental and financial auditing and accounting standards, internal auditing standards, 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.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, accounting or a related field and one year of professional auditing, accounting or related governmental fiscal administration experience; 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.

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01-16-90
11-06-95
08-10-99
01-28-00
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