



DATE	May 2007
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Internal Auditor
 DEPARTMENT/DIVISION: Finance
 REPORTS TO: Assistant City Manager

SUMMARY: Responsible for performing complex professional work in providing an objective assessment of the City’s controls, procedures, operations, and organizational structure; makes recommendations for improving efficiency, cost-effectiveness, and service delivery of those operations. Conducts feasibility studies with the Managed Competition Director. Work is performed under administrative review.

ESSENTIAL JOB FUNCTIONS:

- Assists with managed competition projects, which includes: conducting feasibility studies to determine if operations have private competition and currently operating in a competitive manner; conducting interviews, ride-a-longs, benchmarking, research, and financial analysis; determining if City functions should be outsourced, allowed to compete, or placed under contract with City management; participating in competitive readiness teams; assisting in drafting RFP/Bs for operations undergoing formal managed competition process; developing contracts for operations assigned to in-house divisions and monitoring effectiveness, inclusiveness, and measurability; developing methodologies to ensure overhead costs are properly calculated and allocated between stranded and non-stranded overhead costs; reviewing RFP/B responses and less formal operational proposals to determine compliance with RFB and assesses long term costs and benefits of each proposal; and/or, performing other related activities.
- Conducts internal control reviews and assessments, which includes: performing risk assessments of internal departments and programs to develop annual audit plans; evaluating internal control structures; testing established controls for compliance and effectiveness; preparing and reporting results of reviews and assessments; making recommendations to strengthen internal control structures; and/or, performing other related activities.
- Audits internal operations, which includes: assessing departmental risk and programs; performing inquiries, observations, and research to gain an understanding of current operations and model operations; testing current operating procedures to assess effectiveness and efficiency; preparing and reporting on results and making appropriate recommendations based on findings to improve operational efficiency and effectiveness; recommending procedural changes and organizational restructuring; and/or, performing other related activities.
- Provides consultative services to internal departments, which includes: analyzing costs, benefits, and possible ramifications associated with alternate forms of service delivery options and policy changes; preparing results and making recommendations to Executive management; preparing financial analysis, taking into account budgetary and accounting

processes, and making recommendations impacting City-wide structure and operations; and/or, performing other related activities.

- Conducts fraud monitoring and investigations, which includes: conducting analytics of revenue collection and performing periodic review of credit card transactions to detect fraud; performing immediate review of fraud reports provided by anonymous hotline and investigating allegations; investigating fraudulent activity; recommending the referral of documented cases of fraud to the Police Department or recommending procedural changes; and/or, performing other related activities.
- Conducts grant monitoring and control, which includes: reviewing grant applications prior to submitting applications and award documents prior to acceptance for the City's ability to comply with Federal and State requirements and cost/benefit ratios of grant acceptance; prompting grant coordinates to ensure compliance with Federal grant awards; assisting in the completion of audit schedules; performing audits of Federally funded fixed assets; and/or, performing other related activities.
- Monitors the work of external contractors to ensure compliance with contract terms and specifications.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Generally Accepted Auditing Standards, Standards for the Professional Practice of Internal Auditing, and Generally Accepted Accounting Principles;
- Knowledge of cost accounting and cost benefit analysis principles and practices;
- Knowledge of Government Auditing Standards;
- Knowledge of applicable auditing requirements;
- Knowledge of project management principles;
- Skilled in persuading levels of management to change procedures and controls;
- Skilled in evaluating and testing internal controls and operational procedures;
- Skilled in documenting the results of internal auditing activities;
- Skilled in assessing and allocating overhead costs to calculate stranded and non-stranded overhead;
- Skilled in preparing bids;
- Skilled in comparing external bids and pricing with internal bids and pricing for managed competition and other City-wide allocations;
- Skilled in conducting research;
- Skilled in documenting internal control structures;
- Skilled in reviewing and evaluating the work of team members and employees in all parts of the organization;
- Skilled in investigating alleged fraudulent activities;
- Skilled in analyzing grants;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;

- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in preparing clear and concise reports, including oral, written, and audio/visual presentations;
- Skilled in maintaining sensitive and confidential information;
- Skilled in providing customer service;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in applying and interpreting guidelines.
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting, Auditing or a related field.
- Four years of professional auditing experience, including two years experience in managing auditing projects.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in both standard office and outdoor environments, with potential exposure to adverse weather conditions.
- Occasionally works near moving mechanical parts.
- Occasional exposure to vibration, fumes, airborne particles, criminal suspects, and prison inmates.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.