

## CITY OF GLENDALE

<b>TITLE:</b>	<b>Assistant City Auditor</b>	<b>CLASS CODE:</b>	<b>351</b>
<b>REPORTS TO:</b>	<b>City Auditor</b>	<b>GRADE:</b>	<b>33</b>
<b>DEPARTMENT:</b>	<b>City Auditor</b>	<b>FLSA:</b>	<b>E</b>

**JOB SPECIFICATION DATE: January 11, 2008 cm**

### **JOB SUMMARY**

Supervises and participates in conducting highly complex performance audits of municipal departments, divisions, functions or activities, information systems, and firms doing business with the City. Prepares reports documenting audit results and recommendations. This position performs complex audits that are politically sensitive or require a higher level of expertise and judgment.

### **ESSENTIAL FUNCTIONS**

1. Conducts highly complex performance audits of City departments, division, functions, programs or activities and firms doing business with the City. This includes performance audits, compliance audits, contract compliance audits, financial audits and analysis and special audits and citywide information system audits.
2. Supervises and evaluates internal audit staff; reviews work papers, audit report and follow-up procedures to be performed.
3. Plans audit, determines records or activities to analyze, extent of tests to apply, and working papers to prepare.
4. Analyzes and appraises evidentiary data.
5. Evaluates organizational economy and efficiency; effectiveness in achieving desired programs results and the adequacy of internal control systems.
6. Determines compliance with City, Federal, and State requirements.
7. Assesses the potential for loss or abuse of resources.
8. Determines whether the City is properly accounting for resources, liabilities and operations, and whether the City's financial records and reports accurately present what they purport to present.
9. Conducts audits of contracts with outside parties to confirm compliance with City and contract accounting, reporting and performance provisions under the terms of the contract.
10. Discusses deficiencies with operating personnel to verify facts and obtain explanation for deficiencies.
11. Prepares work papers to document audit work performed and substantiate audit conclusions and recommendations.
12. Reports audit findings in formal written audit reports; makes recommendations for the correction of deficiencies, improvements in operations and reductions in cost.
13. Appraises the adequacy of the corrective action taken to improve deficient conditions.
14. Serves as project lead when the nature of the audit requires more than one auditor.
15. Reviews audit files prepared by internal auditors.

### **SECONDARY FUNCTIONS**

16. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES**

### **Knowledge of:**

- Auditing standards and the generally accepted principles of accounting, and their applications to governmental entities
- Complex informational technology audits to include security and organizational risks
- The principles and practices of business systems, municipal organization and management
- Accounting, financial and operating controls
- Effective supervisory practices
- Computerized data management systems and related software

### **Ability to:**

- Plan, organize, and conduct complex audits
- Supervise, train and evaluate staff
- Perform informational technology audits on new and existing software programs citywide
- Effectively participate as a member of a citywide steering committee to identify software to increase effectiveness and provide security
- Determine violations, non-compliance, and irregularities through investigation, analysis, and observation, and recommend effective corrective measures
- Apply creative thinking and sound reasoning
- Effectively communicate orally and in writing
- Tactfully handle confidential information and controversial problems
- Establish and maintain effective working relationships with those contacted in the course of business

## **WORKING CONDITIONS**

Office setting.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Accounting and five years experience in public accounting or internal auditing including experience in information technology auditing including one year in a supervisory capacity.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

## **SPECIAL REQUIREMENTS**

Certification by the State of Arizona as a Certified Public Accountant or Certification by the Institute of Internal Auditors as a Certified Internal Auditor or Certified Information Systems Auditor (CISA) or the ability to obtain within one year of hire.