

**Title:** Internal Auditor II  
**PG:** 51  
**Status:** Non-Civil Service  
**Position Reports to:** Internal Auditor Manager  
**Department:** City Hall

**Class Code:** 2047  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is difficult responsible analytical work involving the performance of financial, operational, compliance, performance, investigative and management audits of the City and other entities having an official connection with it. Reviews are technical and require independent initiative and judgment. Results of audit efforts including findings must be fully developed and presented fairly and recommendations must provide a sound basis for improvements in fiscal and operational systems. May perform in accordance with professional standards issued by the Institute of Internal Auditors and under the direction of a supervisor who reviews the work while in progress and upon completion.

**ESSENTIAL FUNCTIONS:**

1. Reviews the reliability and integrity of financial and operating information and the means used to identify, measure, classify and report such information.
2. Reviews the systems established to ensure compliance with policies, plans, procedures, laws and regulations.
3. Evaluates the means of safeguarding assets and verifies the existence of such assets.
4. Appraises the economy and efficiency with which resources are utilized.
5. Examines operations and programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out in an effective, efficient and economical manner.
6. Conducts special studies and investigations where indications of fraud or misuse or abuse of funds are found.
7. Examines operations and programs of contractors, private companies collecting revenues for the City and others as may be necessary to assure compliance with terms and conditions of contracts and applicable governing laws, rules and regulations.
8. Performs special examinations or studies as requested.
9. Initiates draft reports on audit activities and after review by the supervisor, discusses audit findings and recommendations for corrective actions with responsible representative.
10. Prepares complete files of all audit reports, working papers and other materials to support audit conclusions and recommendations.
11. Provides advice and assistance in the preparation of policy and procedures manuals.
12. Assists the external auditors during the annual audit of the financial statements.
13. Gives guidance and technical supervision to clerical staff and beginning auditors during assignments.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Considerable knowledge of audit methodology, procedures and techniques.
2. Considerable knowledge of accounting theory, principles and procedures, methods and practices.
3. Considerable knowledge of fundamental EDP concepts and applications.
4. Ability to communicate effectively with City administration, employees and the public in a clear, concise manner both verbally and in writing.
5. Ability to independently and impartially perform work and report on results.
6. Ability to be tactful and diplomatic in dealings with others.

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**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to bright/dim light, dusts and pollen.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE:**

1. Graduation from an accredited four (4) year college or university with a degree in accounting, finance, business administration or a related field.
2. Five (5) years of auditing or related experience.
3. Possession of a Certified Internal Auditor or Certified Public Accountant designation is desired but not required.
4. An equivalent combination of education and experience which is directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid state of Florida driver's license.
2. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.