

Title: Internal Audit Manager
PG: PB4
Status: Non-Civil Service
Position Reports to: Assistant City Manager
Department: City Hall/Finance

Class Code: 1063
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is highly responsible work involving directing and coordinating the systematic independent internal audit functions of the City and its related activities. An employee in this classification carries out a program of internal reviews including financial, operational, compliance, performance, investigative and management audits to achieve the established purpose and objectives of internal auditing. All internal audit work is reviewed periodically by an internal audit steering committee. Performance is evaluated by the Assistant City Manager through reports, conferences and results obtained.

ESSENTIAL FUNCTIONS:

1. Establishes and updates an annual internal audit plan including objectives and goals and schedules for completion.
2. Reviews and approves all internal audit reports including supporting audit working papers and issues reports.
3. Maintains internal audit report control showing disposition of findings and action on recommendations.
4. Establishes complete files of all audit reports, working papers and other materials.
5. Supervises the internal audit staff consisting of auditors and clerical support personnel.
6. Ensures that the professional standards, as issued by the Institute of Internal Auditors, are achieved.
7. Provides advice and assistance on policies and procedures and other matters of internal controls, operating practices, and financial responsibilities.
8. Serves on committees and task forces and participates in other related endeavors as required.
9. Assists the external auditors during the annual audit of financial statements.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of auditing methodology, procedures and techniques.
2. Thorough knowledge of accounting and auditing.
3. Knowledge of advanced management principles and administrative systems.
4. Knowledge of fundamental EDP concepts.
5. Ability to employ professional standards in auditing programs, activities and functions.
6. Ability to plan, direct and supervise the work of subordinate personnel.
7. Ability to establish and maintain effective working relationships with co-workers, other city employees and the general public.
8. Ability to rapidly acquire working knowledge of the organization and environment.
9. Ability to effectively communicate and express ideas clearly and concisely both verbally and in writing.
10. Ability to maintain professionalism and objectivity in the performance of audit activities.

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, traffic, dusts and pollen.

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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.
2. Five (5) years of professional auditing, accounting, managerial experience, or related experience, preferably in the public sector. Including three (3) years in a supervisory capacity.
3. Possession of a Certified Internal Auditor or Certified Public Accountant designation is required.
4. Completion of City University Level two (2) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. 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.