

Title: Internal Auditor I
PG: 49
Status: Non-Civil Service
Position Reports to: Internal Audit Manager
Department: Finance

Class Code: 2042
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is 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 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 work independently or as a member of a team. Work is performed 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 the records 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 required.
9. Initiates draft reports on audit activities and after review by the supervisor, discusses audit findings and recommendations for corrective actions with responsible representatives.
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 manual.
12. Assists the external auditors during the annual audit of the financial statements.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of audit methodology, procedures and techniques.
2. Knowledge of accounting theory, principles and procedures, methods and practices.
3. 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 reports 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. Two (2) years of auditing or related experience.
3. 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. 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.