



CLASS TITLE | SENIOR INTERNAL AUDITOR

PAY GRADE: EX-40 | www.cityoftulsa.org/pay

Class Code: 1083

Effective Date : 08/23/2023

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for directing and assisting in the development and execution of comprehensive audits on internal financial and other management operations within City departments; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Directs and assists in the collection, compilation, analysis and interpretation of data relating to the audit of City operations and financial management systems to ensure program efficiency and effectiveness
- Prepares background for audits and prepares audit plans and makes necessary modifications to plans when needed
- Manages direction of audit to ensure completion in a timely manner
- Reviews financial and operation records and controls to ensure proper recording of financial information and compliance with law
- Makes verbal and written presentations to management during and after examination, discussing deficiencies and recommending corrective actions
- Directs, counsels, instructs, and reviews the work of staff assistants assigned to audits
- Prepares and assists in the preparation of formal written reports concerning the adequacy and effectiveness of the system and efficiency of activities
- Assists in the conducting of special studies as required to help detect fraud, waste and abuse
- Assists in the development of controls for prevention of financial and operational management
- Assists in the preparation of reports on audit objectives, analysis methodology, conclusions and recommended changes
- Must maintain standards of conduct according to the Institute of Internal Auditors Code of Ethics
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

- (a) Completion of 120 hours from an accredited college or university with a bachelor's degree in business administration, accounting, or a related field; **and**,
- (b) Four (4) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of accounting principles and methods of internal auditing
- Comprehensive knowledge of principles, practices and current trends of management analysis
- Considerable knowledge of lead and supervisory methods as concerns audit projects and time management
- Knowledge in one or more of the following areas: quantitative methods, electronic data processing, accounting, financial and budgetary management

Ability to:

- Conduct internal audits
- Maintain confidentiality
- Communicate clearly and concisely in written form
- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding



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Class Code: 3023

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Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key calculator, and telephone; lifting, carrying, pushing and pulling up to 20 pounds; may be subject to sitting for extended periods of time, walking, standing, bending, and reaching; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of the following:

1. Valid Oklahoma Class "D" Driver license
2. Pursuit of a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), or Certified Information Systems Auditor is preferred while working in this classification

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and requires some travel to various City locations to conduct audits.

EEO Code: E-01

Group: Fiscal

Series: Financial Management