

## **CLASS TITLE: ASSISTANT STAFF AUDITOR**

**PURPOSE OF THE CLASSIFICATION:** Under general direction is responsible for assisting in the execution of comprehensive audits of internal financial and other management functions within all City departments, office management, and administrative work; and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Assists in the collection, compilation, analysis and interpretation of data relating to the audit of City operations and financial management systems to insure program efficiency and effectiveness
- Assists in the preparation of reports on analysis, methodology, conclusions and recommended changes
- Assists auditors with audit test work and records results through audit project work papers
- Researches accounts
- Utilizes advanced computer software packages to develop correspondence, produce reports and maintain records
- Processes and maintains records for payroll, travel requests, leave documentation and surplus equipment
- Maintains departmental filing system, library and continuing education documents for the department
- Recommends solutions to office management problems
- Assists with preparation of the annual departmental budget
- Pays and tracks departmental bills by processing payment requests
- Schedules and arranges meetings and conferences
- Assists employees and the public with questions utilizing the City Personnel Policies and Procedures Manual
- Must maintain standards of conduct according to the Institute of Internal Auditors Code of Ethics
- Must report 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: Graduation from an accredited college or university with an associate's degree in auditing, accounting, finance, business or a related field; and one (1) year of experience in a closely related field, preferably auditing; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Knowledge of accounting and mathematics principles and methods of auditing; considerable knowledge of and skill in applying the rules of grammar, spelling and punctuation; considerable knowledge of word processing, database and/or spreadsheet applications; considerable knowledge of office practices and procedures; and good knowledge of City and Department Policies and Procedures. Ability to write clearly and concisely; ability to work independently; ability to work under pressure; ability and willingness to maintain confidentiality; ability to organize, compile and record information; ability to operate a personal computer utilizing word processing, database and/or spreadsheet applications; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key calculator and telephone; frequent lifting, carrying, pushing, and pulling up to 20 pounds; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, crawling, handling, feeling, kneeling, climbing, twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

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

**Class Code: 2581**

**EEO Code: N-01**

**Pay Code: AT-23**

**Group: Fiscal**

**Series: Financial Management**

**Effective date: August 15, 2011**