

CLASS TITLE: AUDIT DATA ANALYST

PURPOSE OF THE CLASSIFICATION: Under direction performs complex, highly technical and advanced financial, statistical and management analyses used to identify and prioritize audit concerns; and performs other related assigned duties.

ESSENTIAL TASKS:

- Coordinates with the IT Department to identify, gather, analyze, and retrieve data within the scope and objectives of audit projects
- Executes data analysis procedures using Audit Command Language (ACL), Excel, or other data analysis software, including script writing
- Gains an understanding of City of Tulsa risks and identifies data analysis approaches and strategies that address the risks
- Works on complex data analysis programs to increase the efficiency and scope of audit procedures
- Works closely with audit managers on audit projects to identify, acquire, and organize data relevant to the audit scope and objectives
- Works closely with audit team members to collect information about data analysis needs and approaches; applies analytical techniques such as regression, data visualization, benchmarking, and hypothesis testing to increase the use and sophistication of analytical techniques
- Maintains technical skills, such as data acquisition, data file formats and structures, transporting data, merging files, and data manipulation/management
- Provides training and support for data analysis techniques to audit personnel as necessary
- Must maintain standards of conduct according to the Institute of Internal Auditors Code of Ethics
- Must report to work on a regular 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 a bachelor's degree in auditing, accounting, business, finance or related field and four (4) years of experience in data analysis, statistical analysis or related field; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Experience with ACL is preferred.

Knowledge, Abilities and Skills: Considerable knowledge of statistics, data analysis and design; knowledge of methods, procedures, and techniques used in the field of internal auditing; knowledge of standard business processes and related data. Ability to make statistical details useful while maintaining a broader business perspective on issues and risks; ability to work independently and to recognize, analyze and solve complex problems; ability to effectively communicate both verbally and in writing; and ability to meet deadlines, multi-task, and work under competing priorities.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting up to 60 pounds; occasional carrying up to 20 pounds; may be subject to walking or sitting for extended periods of time, reaching and bending; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operators License.

WORKING ENVIRONMENT: Working environment is primarily in an office setting; requires the use of a telephone and other office equipment; and requires some travel to various locations to provide technical support and training or coordinate projects.

Class Code: 2589

EEO Code: N-02

Pay Code: AT-40

Page 2 (continued from Audit Data Analyst)

Group: Fiscal
Series: Financial Management

Effective date: August 3, 2016