

CLASS TITLE: INTERNAL AUDIT MANAGER

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for supervising and conducting complex audits of internal operations, accounting and administrative controls within all City departments; and performs other related required duties.

ESSENTIAL TASKS:

- Supervises the collection, compilation, analysis, and interpretation of data relating to the audits of City operations to ensure efficiency and effectiveness
- Supervises the review of financial records and controls to insure proper recording of transactions and compliance with laws
- Conducts administrative duties for completion of an annual city-wide risk assessment and development and creation of the annual internal audit work plan
- Conducts entrance meetings with department management to set the scope and objectives of the audit; exit meetings to present report detailing audit findings, conclusions, and recommendations
- Conducts special studies as required to help detect fraud and develops controls for prevention
- Oversees the preparation of reports on conclusions and recommended changes in procedures
- Prepares, monitors and manages the City Auditor's Office budget
- Supervises a staff of internal auditors
- Prepares reports and recommendations for the City Auditor and/or Chief Internal Auditor, Mayor, City Council and various City Committees
- Must be familiar with and 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 a bachelor's degree in business administration, accounting, or a related field, and seven (7) years of experience related to internal auditing; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the accounting principles and methods of operations in internal auditing; considerable knowledge of the principles, practices, and current trends of management analysis; comprehensive knowledge of internal audit and control; good knowledge of problem solving methodologies and risk assessment; and good knowledge of principles and procedures of budget preparation and budgetary control. Ability to plan, organize, and conduct large scale internal auditing projects; ability to communicate effectively both verbally and in writing; the ability to deal diplomatically with highly sensitive material and information; the ability to effectively develop and use problem solving methodologies; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, 10-key, and telephone; occasional lifting and carrying up to 10 pounds; may be subject to walking, standing, sitting, reaching, and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Certification required: Certified Public Accountant, Certified Internal Auditor, Certified Information Systems Auditor, or other equivalent professional certification.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1084

EEO Code: E-01

Pay Code: EX-48

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Group: Fiscal
Series: Financial Management

Effective date: November 10, 2014