JOB TITLE: Internal Auditor
DEPARTMENT/DIVISION: Finance
REPORTS TO: Assistant City Manager

SUMMARY: Responsible for performing complex professional work in providing an objective assessment of the City’s controls, procedures, operations, and organizational structure; makes recommendations for improving efficiency, cost-effectiveness, and service delivery of those operations. Conducts feasibility studies with the Managed Competition Director. Work is performed under administrative review.

ESSENTIAL JOB FUNCTIONS:

- Assists with managed competition projects, which includes: conducting feasibility studies to determine if operations have private competition and currently operating in a competitive manner; conducting interviews, ride-a-longs, benchmarking, research, and financial analysis; determining if City functions should be outsourced, allowed to compete, or placed under contract with City management; participating in competitive readiness teams; assisting in drafting RFP/Bs for operations undergoing formal managed competition process; developing contracts for operations assigned to in-house divisions and monitoring effectiveness, inclusiveness, and measurability; developing methodologies to ensure overhead costs are properly calculated and allocated between stranded and non-stranded overhead costs; reviewing RFP/B responses and less formal operational proposals to determine compliance with RFB and assesses long term costs and benefits of each proposal; and/or, performing other related activities.

- Conducts internal control reviews and assessments, which includes: performing risk assessments of internal departments and programs to develop annual audit plans; evaluating internal control structures; testing established controls for compliance and effectiveness; preparing and reporting results of reviews and assessments; making recommendations to strengthen internal control structures; and/or, performing other related activities.

- Audits internal operations, which includes: assessing departmental risk and programs; performing inquiries, observations, and research to gain an understanding of current operations and model operations; testing current operating procedures to assess effectiveness and efficiency; preparing and reporting on results and making appropriate recommendations based on findings to improve operational efficiency and effectiveness; recommending procedural changes and organizational restructuring; and/or, performing other related activities.

- Provides consultative services to internal departments, which includes: analyzing costs, benefits, and possible ramifications associated with alternate forms of service delivery options and policy changes; preparing results and making recommendations to Executive management; preparing financial analysis, taking into account budgetary and accounting
processes, and making recommendations impacting City-wide structure and operations; and/or, performing other related activities.

- Conducts fraud monitoring and investigations, which includes: conducting analytics of revenue collection and performing periodic review of credit card transactions to detect fraud; performing immediate review of fraud reports provided by anonymous hotline and investigating allegations; investigating fraudulent activity; recommending the referral of documented cases of fraud to the Police Department or recommending procedural changes; and/or, performing other related activities.

- Conducts grant monitoring and control, which includes: reviewing grant applications prior to submitting applications and award documents prior to acceptance for the City’s ability to comply with Federal and State requirements and cost/benefit ratios of grant acceptance; prompting grant coordinates to ensure compliance with Federal grant awards; assisting in the completion of audit schedules; performing audits of Federally funded fixed assets; and/or, performing other related activities.

- Monitors the work of external contractors to ensure compliance with contract terms and specifications.

- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Generally Accepted Auditing Standards, Standards for the Professional Practice of Internal Auditing, and Generally Accepted Accounting Principles;
- Knowledge of cost accounting and cost benefit analysis principles and practices;
- Knowledge of Government Auditing Standards;
- Knowledge of applicable auditing requirements;
- Knowledge of project management principles;
- Skilled in persuading levels of management to change procedures and controls;
- Skilled in evaluating and testing internal controls and operational procedures;
- Skilled in documenting the results of internal auditing activities;
- Skilled in assessing and allocating overhead costs to calculate stranded and non-stranded overhead;
- Skilled in preparing bids;
- Skilled in comparing external bids and pricing with internal bids and pricing for managed competition and other City-wide allocations;
- Skilled in conducting research;
- Skilled in documenting internal control structures;
- Skilled in reviewing and evaluating the work of team members and employees in all parts of the organization;
- Skilled in investigating alleged fraudulent activities;
- Skilled in analyzing grants;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
Skilled in preparing clear and concise reports, including oral, written, and audio/visual presentations;
Skilled in maintaining sensitive and confidential information;
Skilled in providing customer service;
Skilled in applying independent judgment, personal discretion, and resourcefulness in applying and interpreting guidelines.
Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
Skilled in operating a computer and related software applications;
Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree in Accounting, Auditing or a related field.
- Four years of professional auditing experience, including two years experience in managing auditing projects.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in both standard office and outdoor environments, with potential exposure to adverse weather conditions.
- Occasionally works near moving mechanical parts.
- Occasional exposure to vibration, fumes, airborne particles, criminal suspects, and prison inmates.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.