

CITY OF GLENDALE

TITLE:	Internal Auditor	CLASS CODE:	350
REPORTS TO:	City Auditor	GRADE:	27
DEPARTMENT:	City Auditor	FLSA:	E

JOB SPECIFICATION DATE: January 11, 2008 cm

JOB SUMMARY

Conducts performance audits of municipal departments, divisions, functions or activities, information systems, and firms doing business with the City and prepares reports documenting audit results and recommendations.

ESSENTIAL FUNCTIONS

1. Conducts performance audits of city departments, divisions, functions, programs or activities and firms doing business with the city, including performance audits, compliance audits, citywide information systems audits and new technology systems, contract compliance audits, financial audits and analysis and special audits.
2. Assists in planning assigned segments of an audit, determining records or activities to analyze, the extent of tests to apply, and the working papers to prepare.
3. Analyzes and appraises evidentiary data.
4. Evaluates organizational economy and efficiency; effectiveness in achieving desired program results and the adequacy of internal control systems.
5. Determines compliance with City, Federal and State requirements.
6. Assesses the potential for loss or abuse of resources.
7. Determines whether the City is properly accounting for resources, liabilities and operations, and whether the City's financial records and reports accurately present what they purport to present.
8. Conducts audits of contracts with outside parties to confirm compliance with City and contractor accounting, reports and performance provisions under the terms of the contract.
9. Discusses deficiencies with operating personnel to verify facts and obtain explanation for deficiencies.
10. Prepares work papers to document audit work performed and substantiate audit conclusions and recommendations.
11. Reports audit findings in formal written audit reports; makes recommendations for the correction of deficiencies, improvements in operations and reductions in cost.
12. Assists in appraising the adequacy of the corrective action taken to improve deficient conditions.
13. Attends seminars, conferences and training sessions.

SECONDARY FUNCTIONS

14. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Auditing standards and the generally accepted principles of accounting, and their application to governmental entities
The principles and practices of business systems, municipal organization and management
Accounting, financial, and operating controls
Computerized data management systems and related software

Ability to:

Plan, organize and conduct audits

Determine violations, non-compliance and account irregularities through investigation, analysis and observation and recommend effective corrective measures

Apply creative thinking and sound reasoning

Effectively communicate orally and in writing

Tactfully handle confidential information and controversial problems

Establish and maintain effective working relationships with those contacted in the course of business

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Bachelor's degree in business or public administration or a related field, and three years experience in public accounting or internal auditing.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.