

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>City Auditor</b>	<b>CLASS CODE:</b>	<b>355</b>
<b>REPORTS TO:</b>	<b>Assistant City Manager</b>	<b>GRADE:</b>	<b>53</b>
<b>DEPARTMENT:</b>	<b>Internal Auditing</b>	<b>FLSA:</b>	<b>E</b>

**JOB SPECIFICATION DATE: July 1, 2008 cm**

**JOB SUMMARY**

Plans and directs the City's internal audit functions including financial, operational, compliance and efficiency audits of all City functions. Works under the general direction of the Assistant City Manager.

**ESSENTIAL FUNCTIONS**

1. Plans and directs the activities of the City's internal audit function; develops the internal audit work plan for the City; analyzes needs and develops short and long-range audit plans.
2. Directs, supervises and evaluates the internal audit staff; establishes audit objectives; reviews work papers, audit report and follow-up procedures to be performed.
3. Advises the Assistant City Manager on matters relating to internal control, financial matters or operational efficiency and effectiveness.
4. Reviews and monitor all citywide contracts and agreements including renewals and extensions, terms and payments, rate and fee increases and any other obligations; monitors past due amounts and delinquencies related to such contracts.
5. Advises and assists City leadership regarding internal control, financial, operational and procedural concerns and issues.
6. Drafts recommendations to senior management as needed.
7. Performs special internal audit investigations as requested by the Assistant City Manager.
8. Makes presentations and answers questions at City Council, committees, boards and commission meetings.
9. Supervises conducts financial, operational, compliance and efficiency audits of city departments, divisions, functions or activities.
10. Formulates recommended solutions to correct any control weakness, operational problems or inefficiencies noted during the performance of audits or investigations and presents these recommendations to the appropriate department management.
11. Informs management of audit findings, irregularities, and recommended corrective actions through conferences and written reports.
12. Appraises the adequacy of the corrective action taken to improve deficient conditions.
13. Develops and monitors the internal audit operating budget.
14. Participates in Citywide task forces to provide financial, general business, control and audit expertise.

**SECONDARY FUNCTIONS**

15. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES**

### **Knowledge of:**

Generally accepted principles of accounting and auditing standards and their application to governmental entities  
The principles and practices of business systems, municipal organization, and management.  
Accounting, financial and operational controls  
Effective management and supervisory practices  
Computerized data management systems and related software

### **Ability to:**

Plan and direct the internal audit function for the City  
Supervise, train and evaluate audit staff and direct other city staff in audit functions  
Plan, organize and conduct audits  
Formulate recommended solutions for technical and complex issues and problems for all city departments, division's functions and activities  
Operate personal computers and related software applications  
Communicate findings clearly and concisely, both 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 Accounting and five years audit experience in public accounting or internal auditing. Master's Degree is preferred.

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

## **SPECIAL REQUIREMENTS**

Certification by the State of Arizona as a Certified Public Accountant or Certification by the Institute of Internal Auditors as a Certified Internal Auditor