

Job Class Code: 1536	FLSA Status: Exempt
Pay Code: 2	EEO Category: 2

GENERAL DESCRIPTION

The purpose of the class is to assist the City Auditor in planning, directing, and administering audit projects. The class is responsible for managing audit quality in accordance with Government Auditing Standards, assisting with the preparation of the audit risk assessment and audit project schedule, and providing complex technical and advisory assistance. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings; and assumes City Auditor duties during absences.

TYPICAL TASKS

- Serves as project leader for complex audit and non-audit projects of City operations.
- Serves as the liaison to the external auditors for the financial audit and assists in the management of the external audit contract.
- May supervise professional staff including training in audit procedures and techniques, determining priorities, and monitoring project progress.
- Performs special requests, inquiries, and investigative audits of a highly sensitive nature.
- Assists staff in interpreting applicable federal, state, and local regulations and provides complex technical and advisory assistance.
- Manages quality control program to ensure compliance with Government Auditing Standards.
- Updates departmental policies and procedures and keeps informed on trends and developments in the audit profession.
- Assists with preparation of audit risk assessment and annual departmental budget.
- Makes presentations to City officials, executive staff, department heads and other City leadership on audit related projects.
- Makes recommendations to the City Auditor on departmental issues.
- Serves as department representative and participates in meetings with other government offices, agencies, and groups.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Plans and/or or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice, or makes recommendations based on professional expertise.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, differentiation and integration of algebraic functions, statistics applying such functions as frequency distribution, reliability, validity and correlation techniques, and financial and econometric models.
Language Requirements	Reads technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for sophisticated audiences.

Mental Requirements	Performs professional level work requiring the application of accounting, legal, or managerial methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems or coordinates sub-professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	Must have working knowledge of IIA, GAGAS, and AICPA auditing standards.
Skills	Exceptional interpersonal skills and excellent written and verbal communication skills. Strong leadership skills as well as excellent analytical, planning, and organizational skills.
Abilities	Requires the ability to read reports, regulations, contracts, policies, procedures, financial data, and various other documents. Ability to write reports, audit results, and prepare correspondence.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in accounting, finance, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of five years of full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Must hold one or more of the following certifications: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), or Certification in Risk Management Assurance (CRMA).

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.