

Job Class Code: 1531	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to review and monitor financial related information and make recommendations for assigned area of responsibility. The class is responsible for auditing financial data, analyzing related information, planning and recommending programs for improvement, and ensuring legal compliance. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Organizes and performs audits of existing financial data and/or systems in order to identify and document potential problem areas.
- Gathers and analyzes related information to determine plans for improvement programs.
- Develops, plans, and makes recommendations for improvements, elimination of problems, and increase the economy, efficiency, and effectiveness of the processes and/or system.
- Performs compliance and substantive tests on existing procedures to ensure compliance with codes and other regulations.
- Prepares, maintains, and presents various reports, records, and correspondence to document and communicate audit findings.
- Coordinates with other departments and/or the general public to provide support and answer audit related inquiries.
- Attends or conducts meetings to exchange information; attends in-service training professional classes, seminars, or conferences to improve professional skills.
- Performs related tasks as necessary such as performing site visits.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
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 major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in accounting or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two 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. Status as a Certified Public Accountant, Certified Internal Auditor, Certified Government Auditing Professional, Certified Fraud Examiner, or Certified Information Systems Auditor preferred.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

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