

<b>Job Class Code: 1521</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 3</b>

**GENERAL DESCRIPTION**

The purpose of the class is to plan, analyze, develop, and perform detailed studies and complete projects impacting departmental or Citywide policy and strategic planning as well as provide support services to supervisory and professional staff. The class is responsible for providing quality control compliance monitoring; audit assistance including data analysis, recommendations for improvement, and ensuring legal compliance; and clerical/administrative tasks such as preparing correspondence, maintaining files, ordering supplies, processing payments, preparing reports, and handling the department's payroll process. The class works within a general outline of work to be performed and develops work methods and sequences under general supervision.

**TYPICAL TASKS**

- Provides quality control compliance monitoring and oversight for the Audit Services Department.
- Maintains and updates quality control policies and procedures to address independence, legal, and ethical requirements.
- Assists lead auditors in the organization and performance of audits of existing financial, operational, and compliance data and/or systems including research, data compilation, analysis, and report preparation in order to identify and document potential problem areas and determine plans and recommendations for improvement.
- Performs compliance and substantive tests on existing procedures to ensure compliance with codes and other regulations under the supervision of lead auditors.
- Coordinates with other departments and/or general public to provide support and answer audit related inquiries.
- Coordinates and maintains sites, databases, programs and operations of responsibility to support audit functions.
- Maintains personnel information; reviews department payroll data and prepares related payroll reports.
- Processes accounts payable/receivable, purchase orders, and requisitions; interacts with vendors and contractors to resolve issues.
- Assists with the preparation of presentations to management and City Council.
- Assists the City Auditor with business and budget planning; assists with identifying office funding needs and making appropriate allocations.
- Coordinates conferences, training, and meetings; prepares correspondence; makes travel arrangements; reviews work orders; maintains and updates financial records of expenditures; and distributes checks.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
<b>Interpersonal/People Involvement</b>	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
<b>Reasoning Requirements</b>	Performs semi-skilled work involving set procedures but solves frequent problems.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
<b>Language Requirements</b>	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.

<b>Mental Requirements</b>	Performs clerical and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Directs actions of others, making decisions almost constantly, affective coworkers and others in the general public.

<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>	
<b>Knowledge</b>	Knowledge of basic accounting/auditing procedures.
<b>Skills</b>	Skills in preparing and maintaining accurate records and utilizing pertinent computer software applications.
<b>Abilities</b>	Ability to work collaboratively with diverse individuals and/or groups. Ability to read, perform general math calculations, and prepare professional correspondence.

<b>EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS</b>	
<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to an associate's degree in business administration, accounting, finance, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.
<b>Special Requirements</b>	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.

<b>AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS</b>
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.*