

Job Class Code: 1532	FLSA Status: Exempt
Pay Basis: Annual	EEO Category: 2

GENERAL DESCRIPTION

The purpose of the class is to coordinate and manage audit staff operations and activities including reviewing and monitoring financial-related information, audit staff professional work papers, and analyzing research of the audit staff to determine proper findings. 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

<ul style="list-style-type: none"> • Supervises, trains, and assigns work to staff in audit-related activities. • Reviews audit staff research, analyzing statutes, mandates and ordinances, and fiscal impacts. • Reviews audit work papers, making recommendations for audit adjustments prior to closing audits. • Identifies areas of IT efficiencies and work with audit staff to implement solutions. • Researches areas of the office for efficiencies and assign to audit staff. • Identifies audit candidates and industries and assigns to audit staff. • Oversees and participates in the preparation and maintenance of various reports, records, correspondence, and other documentation. • Attends and conducts staff meetings to exchange information; attends in-service training and classes, seminars, or conferences to improve skills. • Perform other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs. Influences others in favor of a point of view, course of action, enforcing rules and regulations.
Reasoning Requirements	Performs coordinating work involving guidelines and rules, solving 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 five years of full-time equivalent experience in accounting, auditing, or taxation.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Certified Public Accountant (CPA), Certified Management Accountant (CMA) or Certified Fraud Examiner (CFE) certification 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.

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.

Revised 07/24/2020