

MAJOR FUNCTION

This is professional position responsible for conducting internal audits within the Audit Division of the Office of the Inspector General. Work is performed under the administrative direction of a higher-level Auditor. The work is reviewed through analysis and evaluation of work products.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

A Staff Auditor conducts performance audits of City programs, processes, contracts, and information technology, addressing financial, managerial, operational, and programs. Work requires the collection and management of documents and supporting materials associated with audits. Prepares professional and detailed reports of audit findings, presenting well-reasoned recommendations to the City Auditor/Inspector General, City leadership, and other appropriate stakeholders. Meets with management to discuss audit results, provides insight, recommendations, and addresses other concerns as appropriate. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of financial and administrative control systems, government auditing and accounting standards, internal auditing standards, and statistical methods. Ability to quickly acquire working knowledge of the organization and environment and interpret laws, rules, policies, or procedures. Ability to conduct independent and comprehensive research and evaluations that provide meaningful recommendations and alternatives. Ability to maintain a high level of confidentiality, make sound decisions, and apply good judgment. Ability to accurately document observations and actions. Ability to summarize information, communicate complex concepts in lay terms, and express ideas clearly and concisely, both orally and in written reports. Ability to establish and maintain effective working relationships with others and project a positive image of the OIG. Skills in using personal computers and associated programs and applications are necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, accounting or a related field and one year of professional auditing, accounting or related governmental fiscal administration experience; or an equivalent combination of training and experience. A CPA, CIA, CGFM, or CISA designation acquired by examination may substitute for one year of the required experience.

Necessary Special Requirement

At the City Auditor's discretion, a valid Class E State Driver's license may be required at the time of appointment for any of the designated positions allocated to this class.

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