



Internal Audit Coordinator

Purpose of the role:

Under general direction, plans, organizes and conducts complex financial, operational and compliance audits of both inter- and intra-department activities to ensure that the City is maintaining proper internal controls and is in compliance with established policies/procedures; conducts external audits to ensure the City is receiving its proper share of revenue from taxation, franchises, concessions and other contractual agreements; makes recommendations for improved controls, operating procedures, accounting records and system designs; prepares related financial studies; and performs related duties as assigned.

Distinguishing Characteristics:

The Internal Auditor is responsible for performing complex audits, technical accounting and financial analyses to determine the degree of City compliance with established policies and procedures. Work involves a high degree of independent judgment requiring a thorough knowledge of City financial management practices, procedures and audit processes. This class is distinguished from the Internal Auditor by having overall audit program responsibility including audit policy and procedure development.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Plans, manages and conducts internal audits and prepares written reports of audit findings; conducts audits of systems and procedures to ensure compliance with sound management practices and City financial controls; identifies weaknesses in financial controls that subject the City to a loss of control over its assets or to improper accounting of its transactions.
- Ascertains the reliability and quality of accounting and other data developed with the established reporting systems used by City departments; develops and implements internal control procedures; prepares reports and maintains appropriate records.
- Reviews, analyzes and recommends improvements on fiscal operations of a department or unit, including accounting systems, records and procedures; recommends and implements changes to meet department and legal requirements.
- Prepares audit work papers in accordance with generally accepted auditing standards; documents performance through narrative reports, flow charts and spreadsheets; prepares audit report identifying strengths and weaknesses, findings and recommendations; interact with appropriate parties during the course of the audit and with top management during exit conference and audit wrap-up.

- Conducts external revenue audits to ensure compliance and proper revenue is paid from outside programs including franchises and concessionaires.
- Oversees and coordinate audits conducted by external consultants; prepares RFP and resulting contracts for services; coordinates activities of external auditors; approves services performed for payment; serves as liaison during audit process.
- In collaboration with City management, develops overall audit program; determines scope and approach to conducting audits within constraints of time and staff available.
- Participates in investigations which may require legal and/or law enforcement involvement.
- Prepares special financial analyses and reports on a regular basis.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Advanced accounting and auditing procedures and techniques.
- Generally accepted accounting principles. Advanced methods and techniques of operational auditing.
- Methods and techniques of financial planning and analysis.
- Advanced principles and practices of fraud analysis and prevention.
- Complex municipal financing mechanisms.
- Advanced statistical methods and techniques of research.
- Advanced principles and techniques of research and analysis.
- Mathematical principles.

Ability to:

- Independently plan, organize and direct an audit program under minimal supervision.
- Perform complex analytical and critical examination of municipal records.
- Maintain the confidence of department management and staff.
- Accurately analyze situations and data, and define problem areas.
- Identify weaknesses and impacts from audit test work and recommend effective solutions.
- Supervise and complete the collection, analysis, interpretation and evaluation of relevant problem solving data resulting from audit findings and recommend effective courses of action.
- Utilize math and mathematical reasoning.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Prepare, review and edit comprehensive, clear and concise audit reports and financial statements.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

***Desired
Minimum
Qualifications:***

- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Team Builder
- Strategic Thinker
- Accountable
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a closely related field.

Education and Experience Guidelines:

Experience:

Seven years of progressively responsible internal auditing experience, with a minimum of two years internal auditing experience in a governmental agency required.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

Certification as a CPA is required. Certification as a CIA is desirable.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical and Environmental Conditions:

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting with travel to various locations to perform audits; frequent interaction with City staff and outside auditors.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/14

Date Revised: