

JOB TITLE: Auditor I
JOB CODE: 25.01
GRADE: 16
CLASSIFICATION: Exempt

PURPOSE OF THE POSITION: On-site audit of review processes used in the performance of operational and financial activities; evaluation, summation, and reporting of findings, in addition to active participation in formulating recommendations.

MINIMUM QUALIFICATIONS: A Bachelor Degree from an accredited college or university in Accounting; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

- Knowledge of modern office procedures.
- Ability to make quick and accurate mathematical computations.
- Ability to assemble, organize, and analyze information and figures; to present findings clearly and concisely, both orally and in writing and to make recommendations regarding correction of the problems found.
- Ability to utilize electronic spreadsheets for presentation of audit findings, reconciliations and other reports.

ESSENTIAL FUNCTIONS:

- Responsible to participate in and, as assigned, to conduct the audit activities of the Office of the City Auditor and Clerk.
- Under the direction of the assigned supervisor, to perform operational financial audits of the operations of City departments.
- Verifies the accuracy of financial records and any other files, ledgers, reports, or documentation pertinent to departmental budgets, efficiency and productivity.
- Assists in the preparation of reports reflecting the findings of such audits and in the presentation of such findings to designated City officials.
- Works closely with supervisory and management personnel in other City departments to determine the sequence of activities comprising the various functions to be reviewed in a Department, analyze these activities and the related paperwork generated and decide if there are any possible exposures to the City.
- Reviews records and documentation of agencies remitting franchise and/or utility taxes to the City for verifying compliance with applicable agreements and correctness of payments.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

PUBLIC CONTACT: Considerable public contact; extensive contact with personnel of other City departments.

SUPERVISION RECEIVED: Under the supervision of the City Auditor and Clerk or designated representative; considerable independent judgment is exercised within the scope of established departmental practices and procedures.

SUPERVISION EXERCISED: As assigned, supervision may be exercised over subordinate audit clerical personnel.

PHYSICAL REQUIREMENTS: This is sedentary work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, date entry, and word processing equipment is required.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the City Auditor and Clerk or designated representative.