



CITY OF DELRAY BEACH

Internal Auditor





The Position

The City of Delray Beach is seeking an experienced and proactive Internal Auditor who is committed to ensuring financial integrity, operational efficiency, and regulatory compliance across all City departments. The ideal candidate will bring a strategic and hands-on approach to auditing, offering guidance and support to department leaders, while ensuring the City's financial practices are transparent, efficient, and compliant with applicable laws and regulations. Serving in a dynamic and growing municipality, this position offers the opportunity to contribute to the City's reputation for fiscal responsibility and excellence in public service.

The Internal Auditor will be responsible for developing, implementing, and updating the City's annual internal audit plan, aligning objectives and goals with broader organizational priorities. The successful candidate will work closely with the Finance Director and independent public accountants to ensure that audit activities are coordinated effectively, supporting a strong internal control environment, and providing reliable assessments of the City's operations. This role also involves conducting periodic reviews of departmental operations to assess compliance with City ordinances, regulations, and laws, identifying areas for improvement, and making actionable recommendations to enhance efficiency and compliance.

As a trusted advisor, the Internal Auditor will work collaboratively with City Commission and department heads to address identified fiscal or operational concerns, providing guidance on corrective actions, and implementing strategies to improve processes. This individual will also lead efforts to evaluate and strengthen the City's internal control systems, including administrative and accounting mechanisms, to prevent fraud and ensure sound financial management. By performing tests and evaluations of contracts and grants, the Internal Auditor will help safeguard public funds and ensure that City resources are being used appropriately and efficiently.

The ideal candidate will also be a strong communicator, able to convey audit findings clearly and collaborate with departments to ensure recommendations are effectively implemented. In addition to managing internal audit reports and tracking actions taken on recommendations, the Internal Auditor will play a key role in providing training on audit policies, methods, and procedures for City staff. This role will also require coordination with external auditors and overseeing responses to independent audits, ensuring that all City operations are transparent and compliant with established standards.

This leadership position offers a unique opportunity to drive positive change in Delray Beach, ensuring that City operations are not only compliant with regulations but also optimized for efficiency and accountability. The Internal Auditor will play an essential role in fostering a culture of continuous improvement, supporting the City's financial health, and providing the leadership needed to navigate a complex and evolving municipal environment.

Priorities

- Establish and maintain good external relationships with Partner Agencies (Downtown Development Authority and Community Redevelopment Agency).
- Review and analyze each department's budget to identify opportunities for cost efficiencies and improved resource allocation.
- Evaluate contractor/vendor payment processes to ensure timely payments and avoid delays.
- Assess purchasing practices to ensure the City is obtaining fair pricing and value for its expenditures.
- Conduct departmental reviews focused on spending and purchasing practices to identify potential improvements and cost-saving opportunities.
- Promote operational efficiency within City departments, ensuring that resources are used effectively, and processes are streamlined.
- Implement clear and effective financial processes to enhance transparency and accountability.
- Complete the annual audit on schedule, ensuring all financial reporting is thorough and accurate.
- Determine appropriate reserve funding levels for the City and provide recommendations on reserve amounts based on the size and needs of Delray Beach.
- Provide timely, accurate, and insightful answers to inquiries about the City's financial health and status.
- Conduct a comprehensive departmental risk assessment to identify and mitigate potential financial risks.
- Establish standardized procedures and operational efficiencies to improve financial management and ensure consistent, sustainable practices across departments.



The Successful Candidate

The successful candidate for the Internal Auditor position will be a highly experienced and independent leader, capable of navigating complex auditing and financial processes with integrity and objectivity. This individual will possess a deep understanding of Generally Accepted Auditing Standards (GAAS), Generally Accepted Accounting Principles (GAAP), and other relevant internal auditing standards, including IIA and AICPA guidelines. The ideal candidate will be able to apply these standards effectively in a municipal context, ensuring compliance and best practices across various departments. With a strong foundation in both operational and compliance auditing, this individual will bring an innovative approach to developing financial controls and will be a thought leader in the audit process.

The ideal candidate will be a collaborative and transparent communicator, skilled in conveying complex information to both technical and non-technical stakeholders, including elected officials. They will have the ability to work independently while maintaining strong, professional relationships with departments, agency managers, and staff. This individual will not shy away from delivering challenging audit results or providing candid advice to the Mayor and Commission, ensuring that critical issues are addressed with honesty and professionalism. With a high degree of integrity and ethical standards, the Internal Auditor will be a trusted advisor to the organization.

As a resilient and objective leader, the successful candidate will possess the ability to work with multiple departments and elected officials, offering a balanced perspective amidst the political environment. This individual will bring experience with both federal and state audits and will have a proven track record of conducting challenging audits that lead to actionable recommendations. With a commitment to long-term success, the Internal Auditor will focus on fostering accountability, establishing effective financial controls, and helping the organization meet its goals through clear and accurate reporting.

The ideal Internal Auditor will be a forward-thinking, results-oriented professional, able to conduct long-range planning while balancing competing priorities and deadlines. This leader will be experienced in municipal auditing and understand government regulations in depth. They will have the ability to coordinate complex audits and projects, providing the leadership needed to ensure audits are thorough, well-organized, and lead to meaningful improvements in government operations. The successful candidate will also be highly collaborative, working alongside various stakeholders to drive systemic change and continuous improvement across the organization.

Qualifications

Minimum requirements include a bachelor's degree from an accredited college or university with major course work in accounting and a minimum of five years of experience in auditing financial accounting systems and professional experience as an internal or external auditor of government accounting systems. Must also hold an active license to practice public accounting pursuant to Florida Statute FS Ch. 473.

Preferred qualifications include a master's degree, professional experience as an internal or external auditor of government accounting systems. Holding a Certified Internal Auditor (CIA) is also preferred.

Inside The Government

The City of Delray Beach operates under a City Commission-City Manager form of government, which combines elected leadership with professional management to ensure efficient and effective governance. The City Commission, consisting of the Mayor, Vice Mayor, and three Commissioners elected at-large, holds all legislative powers. The Commission sets policies and makes critical decisions to guide the City's growth and development. The Mayor presides over Commission meetings, with all members having equal voting power. This structure allows for collaborative decision-making that is responsive to the needs of the community.

The day-to-day operations of the City are managed by the City Manager, who is appointed by the Commission. The City Manager is responsible for overseeing all city departments, implementing the policies set by the Commission, and ensuring the delivery of high-quality public services to the community. Delray Beach places a strong emphasis on transparency and public engagement, providing residents with ample opportunities to participate in the governance process through advisory boards and commission meetings. In line with its commitment to effective financial stewardship, the FY2024-25 Proposed Budget totals \$191.5M, reflecting a 1.0% increase from the previous year's amended budget of \$189.7M. This budget supports the City's continued growth and commitment to providing exceptional services to its residents.

Inside The Auditor's Office

The City Auditor's Office was established pursuant to Section 4.10-4.11 of City Ordinance 31-15, to review business practices, procedures, internal controls, and procurement practices that are used, employed, and promulgated by the City of Delray Beach. The Internal Auditor reports exclusively to the City Commission but shall review any matter related to city business upon request of a majority of the City Commission.

Internal Audit provides independent, objective assurance, as well as consulting services in order to add value and improve City-wide operations. Internal Audit achieves its mission and assists the City in accomplishing its objectives by providing key information to stakeholders and the public to maintain accountability; to help improve program performance and operations; to promote effective controls at a reasonable cost; to facilitate decision making via analyses, appraisals and recommendations; and to stimulate continues process improvement.



The Community

Nestled along the beautiful Atlantic Coast, Delray Beach offers a unique blend of coastal living, cultural richness, and historical charm. With nearly 70,000 residents, this dynamic city has evolved from a small farming village into one of the most vibrant communities in South Florida. Located just 52 miles north of Miami, Delray Beach enjoys the perfect balance of big-city access and small-town appeal.

Delray Beach is home to a diverse and growing population, where people from all walks of life come together to create a welcoming and inclusive atmosphere. The City celebrates its cultural diversity, with residents from a variety of backgrounds contributing to its vibrant community. This richness in diversity is reflected in everything from the City's cultural festivals and art galleries to its internationally inspired cuisine and vibrant downtown. Whether enjoying the lively arts scene, exploring the historic downtown, or relaxing on the stunning beaches, Delray Beach offers something for everyone.

Outdoor enthusiasts will find plenty to love in Delray Beach, with parks such as Barwick Park and Atlantic Dunes Park offering beautiful green spaces and easy access to the beach. The City is also committed to creating a family-friendly environment, with numerous recreational opportunities and a close-knit community feel. Delray Beach's diverse neighborhoods provide a range of housing options, making it a desirable place to call home. With its rich history, strong sense of community, and easy access to Miami and beyond, Delray Beach is a thriving and welcoming city ready to share all it has to offer.

Our Mission

To foster an authentic and inspiring community that celebrates our history while building toward the future.

Our Vision

Delray Beach is a charming, vibrant city of dynamic and diverse communities with a bright future. We proudly celebrate our heritage and provide a welcoming, healthy hometown for residents and visitors.

Quick Facts

- **Population:** 67,536
- **Median Household Income:** \$76,558
- **Median Home Value:** \$352,400
- **Median Age:** 50.7

All demographic information was sourced from the U.S. Census Bureau.



Compensation

The expected hiring range is \$112,112 - \$179,337.60, depending on qualifications, with an excellent benefits package. Learn more about our options and employee-based benefits [here](#).



How to Apply

Applications will be accepted electronically by Raftelis at jobs.crelate.com. Applicants complete a brief online form and are prompted to provide a cover letter and resume. The position will be open until filled with a first review of applications beginning **February 14, 2025**.



Questions

Please direct questions to Pamela Wideman at pwideman@raftelis.com and Niayla Hairston at nhairston@raftelis.com.