

City of Delray Beach

Classification Description

Classification Title:	INTERNAL AUDITOR	Pay Grade:	124	\$95,184 - \$152,295
FLSA Status:	Exempt			

General Purpose and Description

Nature of Work

This is responsible professional and administrative work in the independent audit of financial data and operational procedures to determine both the adequacy and compliance of the City's internal controls, accounting and financial management practices, and financial record keeping and reporting. Work is performed under the general direction of the City Commission.

Essential Functions and Responsibilities:

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Develops, implements, schedules, assigns and updates an internal annual audit plan, including objectives and goals, and coordinates internal audit efforts with those of the independent public accountant and the Finance Director.
- Conducts a periodic review and appraisal of all departmental operations to determine compliance with applicable ordinances, regulations and laws.
- Advises the City Commission on a continuing basis of any fiscal or other operation within the City which should be reviewed.
- Provides for a review of the internal control of administrative and accounting mechanisms to ensure a sound administration and to deter the occurrence of fraudulent acts.
- Performs tests and evaluations to assure compliance with contracts and grant requirements.
- Provides for any analysis and assessment of the relevance and efficiency of the activity structures of the organization, its plans and objectives, and its use of human and material resources.
- Discusses recommendations with officials and works collaboratively with departments in identifying solutions and methods of implementing recommendations.
- Maintains internal audit report control showing disposition of findings and actions taken on recommendations.
- Conducts training in internal audit policies, methods and procedures for management.
- Coordinates the preparation of the organization's reply to outside independent audits.
- Directs and monitors the implementation of City and departmental Affirmative Action plans.
- Acts as a resource for all City departments in addressing questions on accounting practices, procedures, and internal controls.
- Performs related work as directed.

Minimum Qualifications and Requirements:

Bachelor's degree from an accredited college or university with major course work in accounting. Minimum of five years' experience in auditing of financial accounting systems. Professional experience as an internal or external auditor of government accounting systems. Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) required. Knowledge of Generally Accepted Auditing Standards (GAAS) or Accounting Principles (GAAP). Knowledge of various internal auditing standards including; IIA and AICPA standards. Ability to establish professional and cooperative relationships with departments, agency managers, and staff. Ability to work independently. Ability to express ideas and convey complex information effectively in written and oral communications. Ability to analyze data and prepare recommendations for action. Ability to coordinate and organize a variety of projects with varying deadlines and criteria. Ability to conduct long range planning.

The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful and courteous manner when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues.

A comparable combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position, may be substituted for the minimum qualifications.

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with both hands and arms. The employee is occasionally required to walk and stand. The employee must occasionally lift and/or move up to 15 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below I am indicating I have read and concur with the above description of my job.

Approved: _____
Employee

Approved: _____
Supervisor

5/7/18

