

# City of Delray Beach *Florida*



*Invites your interest in the position of*  
**Internal Auditor**

*Apply at*  
[www.mydelraybeach.com](http://www.mydelraybeach.com)



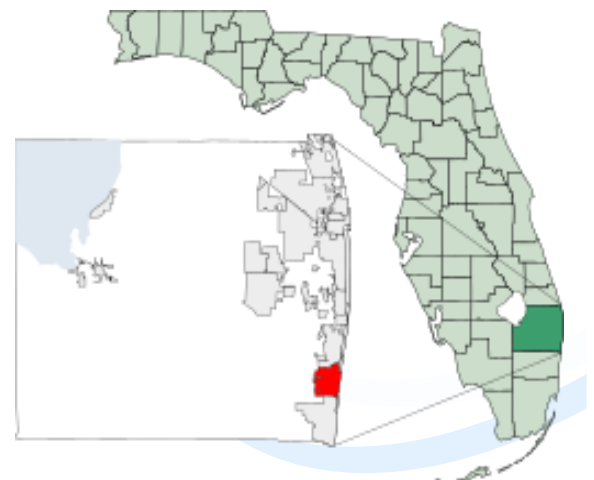
# DELRAY BEACH—AN EXCEPTIONAL OPPORTUNITY



## THE COMMUNITY

Home to over 67,000 residents, Delray Beach comprises approximately 16½ square miles and is located on the Atlantic Coast of Palm Beach County about 50 miles north of Miami. The City is home to an additional estimated 13,000 seasonal residents. Settlement of the area began around 1884, when African-Americans from the Panhandle of Florida purchased land and began farming. In 1894 William S. Linton bought a tract of land and began selling plots in what he hoped would become a farming community. Initially, this community was named after Linton. In 1896 Henry Flagler extended his Florida East Coast Railroad south from West Palm Beach to Miami, with a station at Linton. The Linton settlers began to achieve success, with truck farming of winter vegetables for the northern market. A hard freeze in 1898 was a setback, and many of the settlers left, including William Linton. The settlement's name was changed in 1901 to Delray and in 1911, the area was chartered by the State of Florida as an incorporated town. In the same year, pineapple and tomato canning plants were built and pineapples became the primary crop of the area. Prior to 1909, the Delray settlement land was within Dade County. That year, Palm Beach County was carved out of the northern portion of the region and in 1915 Palm Beach County and Dade County contributed nearly equal portions of land to create what is now Broward County between the two, leaving Delray situated within the southeastern portion of Palm Beach County.

By 1920, Delray's population had reached 1,051 and the Florida land boom of the 1920s brought prosperity to Delray. Tourism and real estate speculation became important parts of the local economy. Delray was separated from the Atlantic Ocean beach by the Florida East Coast Canal (now part of the Intracoastal Waterway). In 1923 the area between the canal and the ocean was incorporated as Delray Beach and in 1927 Delray and Delray Beach merged into one town named Delray Beach. Downtown Delray Beach has had a building boom since roughly 2003. Recent development reflects trends of New Urbanism downtown, and mansionization of waterfront property, sometimes creating pressures on Historic Districts and historic sites. New mixed-use development pro-





## THE POSITION

The Internal Auditor is appointed by and works under the administrative direction of the City Commission. 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.

### Essential Responsibilities

- 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.

## GOVERNMENT

The City of Delray Beach has a Commission – Manager form of local government. The Mayor and four Commissioners are elected at large. Beginning in March of 2014, terms of the elected officials became three years. The elected officials can serve a maximum of six consecutive years in office in each position. The only exception is a Commissioner who is then elected to be Mayor. The individual can have six years as a Commissioner and another six years as Mayor. The current Mayor was elected in March 2018; one Commissioner was elected in 2017 and three Commissioners were elected in 2018.

The Commission makes policy, passes ordinances and confers with County officials on regional issues. It appoints the City Manager, the City Attorney and the Internal Auditor. The City Manager is the Chief Administrative Officer and charged with overseeing the business of the City and supervision of the various departments and employees. The City has approximately 800 fulltime employees. The police function accounts for 29% of the employees and 20% are in fire services. The next largest groups are the water and sewer utility (15%) and parks and recreation (13%). The remaining employees are spread over the following functions: general government, community development, planning and zoning, building inspection, code compliance, public works, engineering, sanitation and the storm water utility. The City has three unions representing police, fire and some general employees.

## THE IDEAL CANDIDATE

The successful candidate for this position will hold a Bachelor's degree from an accredited college or university with major course work in accounting with a minimum of five years' experience in auditing of financial accounting systems. Professional experience as an internal or external auditor of government accounting systems is preferred. Possession of Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) is required. The candidate will have knowledge of Generally Accepted Auditing Standards (GAAS) or Accounting Principles (GAAP) and knowledge of various internal auditing standards including IIA and AICPA standards. The candidate will have the ability to establish professional and cooperative relationships with Commissioners, department directors and staff. Other requirements include the ability to work independently, the ability to express ideas and convey complex information effectively in written and oral communications, analyze data and prepare recommendations for action, coordinate and organize a variety of projects with varying deadlines and criteria and the ability to conduct long range planning.

## COMPENSATION AND BENEFITS

The salary range for the Internal Auditor position is \$95,184 - \$152,295 with the starting salary dependent on qualifications and experience.

**Employee benefits are competitive, generous and include:**

- Medical and Life Insurance
- Dental and vision plans
- Retirement plan options
- 457 and 401A plan options
- Paid Holidays (12).
- Generous Sick and Vacation Annual Leave
- Access to the City's Wellness Center and More

## HOW TO APPLY

**THIS RECRUITMENT WILL REMAIN ACTIVE UNTIL SUFFICIENT QUALIFIED APPLICATIONS ARE RECEIVED**

Qualified candidates must apply online at <https://www.governmentjobs.com/careers/delraybeach>

**For additional information** on this outstanding opportunity, please contact Sharon Liebowitz, Human Resources Director at **561-243-7083** or [liebowitzs@mydelraybeach.com](mailto:liebowitzs@mydelraybeach.com).

*Applications are subject to the provisions of Florida Public Records Statutes. The City of Delray Beach, is an Equal Opportunity Employer. The City of Delray Beach does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas, or disability in employment or in the provision of services.*

