

INTERNAL AUDIT ADMINISTRATOR - 040

\$38,376 - \$65,125

DEFINITION OF WORK

Under general supervision, performs complex professional and administrative work in supervising the auditing of the City's accounting and financial records and systems.

EXAMPLES OF WORK

Plans, organizes, reviews, and instructs in the work of a group of professional auditors and clerical personnel engaged in conducting internal audits of accounting records and systems; supervises the preparation of and reviews reports; makes recommendations for improving fiscal controls and for facilitating record keeping; assists independent auditors with periodic and annual audits; supervises and personally participates in the preparation of regular and special financial and statistical statements and reports; supervises the audit of vouchers; answers questions of employees regarding payment which raise policy questions and which do not follow prescribed patterns and procedures; studies, devises, and recommends revisions of systems and forms to facilitate the production of information and the control of receipts and expenditures; confers with accounting and administrative personnel of other departments and agencies regarding interpretation of municipal financial and accounting system practices; establishes departmental policies and procedures; prepares the office budget and controls expenditures.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in accounting or a related field, extensive experience in municipal accounting systems, and proficient in use of PC's. CPA or CMA is preferred but not required.

Knowledge, Skills and Abilities: Thorough knowledge of municipal accounting, principles, and procedures; thorough knowledge of the State laws and local ordinances governing the receipt, custody, and expenditures of City funds; thorough knowledge of the standard office procedures, practices, and equipment as applied to the maintenance of accounting systems; ability to plan, supervise, and direct the work of professional and clerical personnel; ability to prepare, interpret, and present complex financial information; ability to analyze complex financial systems; ability to establish and maintain effective relationships with other.

Revised: 11/4/1999