

## **INTERNAL AUDITOR - 169**

### **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; does related work as required.

### **EXAMPLES OF WORK**

Plans, organizes, reviews and instructs in the work of a group of accounting 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 payments 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 and extensive experience in municipal accounting systems. CPA 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 working relationships with others.

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