

City of Fort Worth, Texas Job Description

Classification Title	Audit Manager		
Job Code:	MG1061	Job Family:	Management
Pay Grade	613	Date Reviewed:	07/02/15
FLSA Status	Exempt	Date Revised:	11/08/2018

GENERAL SUMMARY

Manages, supervises and trains staff responsible for performing internal audits. Supervises and reviews all phases of audit process; performs audits of city functions and operations, including planning, fieldwork, working paper preparation and reporting; and provides administrative support to audit management.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Performs operational, performance, compliance, financial, investigative and construction audits of City operations. Plans audit activities, prepares audit program; performs fieldwork; prepares working papers; writes audit report; presents findings; and makes recommendations, as needed.
3. Assists with the development and implementation of department goals and objectives, including the annual audit plan. Assists with ad-hoc projects; reviews plans; and prepares schedules and reports.
4. Assesses and monitors Internal Audit Department workloads, work plans, administrative and support systems, departmental policies and procedures, benchmarks and internal reporting relationships; identifies opportunities for improvement; manages and implements changes; serves as project leader of assigned major programs and projects; and tracks and monitors assigned projects.
5. Assists the City Auditor and/or Assistant City Auditor with specific tasks, including preparation of deliverables, data extraction, data analysis, graphs and presentations. Prepares and presents staff reports and other necessary correspondence; and conducts presentations at Audit Committee and/or Council meetings.
6. Participates in the preparation of the Internal Audit Department budget. Monitors budget to actual financial results, as requested.
7. Assists in the preparation for the peer review process from initial coordination of space and resource requirements through resolution of issues identified.

8. Represents the Internal Audit Department on inter-departmental committees and projects.
9. Responds to inquiries from citizens, vendors or outside organizations regarding city operations, employee activities or other issues.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
12. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operations, services and activities of a comprehensive municipal internal audit program.
 - Principles and practices of governmental accounting and internal audit procedures.
 - Principles and practices of program development and administration.
 - Generally Accepted Government Auditing Standards.
 - City rules, regulations, policies and procedures.
 - Recent and emerging methods, techniques, technologies and information related to local government auditing.
 - Risk assessment and internal control processes and procedures.
 - Laws and regulations concerning municipal taxation, finance and auditing.
 - Methods and techniques of conducting internal audits.
 - Principles and practices of municipal budget preparation and administration.
 - Recent developments, current literature and sources of information related to municipal internal audit programs.
 - Principles of supervision, training and performance evaluation.
 - Office equipment including computers and supporting word processing and spreadsheet applications.
 - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
 - Computers and applicable software.
 - Time management.
 - Problem solving.
 - Research and analysis.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Assist in managing and directing a comprehensive internal audit program.
 - Assist in developing and administering departmental goals, objectives and procedures.

- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Work under pressure, work required hours to meet deadlines, and complete assignments with a high degree of accuracy.
- Communicate effectively with all levels of staff and management.
- Assist in planning, organizing, directing and coordinating the work of subordinate employees.
- Delegate authority and responsibility.
- Assist in selecting, supervising, training and evaluating subordinate employees.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply legal and administrative concepts to accounting functions.
- Apply principles, practices, methods and techniques of internal auditing.
- Prepare clear and concise correspondence and audit reports.
- Administer large and complex budgets.
- Interpret and apply applicable Federal, State and local policies, laws and regulations.
- Establish and maintain effective working relationships .

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in auditing, business administration, economics, accounting or a related field and four years of increasingly responsible audit experience, including two years of administrative and/or lead supervisory experience.

OTHER REQUIREMENTS

Must currently possess or obtain a valid certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Information System Auditor (CISA), as appropriate for the position, within two (2) years from hire.

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here 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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.