

City of Fort Worth, Texas Job Description

Classification Title	Auditor		
Job Code:	PR1150	Job Family:	Professional
Pay Grade	609	Date Reviewed:	07/02/15
FLSA Status	Exempt	Date Revised:	10/12/19

GENERAL SUMMARY

Reviews, analyzes and audits administrative and financial operations in city departments in accordance with General Accepted Governing Auditing Standards. Performs a variety of technical tasks relative to assigned area of responsibility.

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. Defines audit program. Develops an understanding of the program being audited; and reviews source documents and financial transactions.
2. Researches applicable laws, policies, guidelines, procedures, contracts and grant documents related to assigned audit; and meets with key personnel to communicate audit procedures and objectives.
3. Reviews financial record keeping systems and processes to ensure efficiency and effectiveness and to safeguard City's assets.
4. Analyzes program procedures. Interviews all levels of personnel; identifies critical procedures or processes; discusses internal control/high risk areas; performs comparative studies; and evaluates effectiveness of procedures in attaining objectives.
5. Develops recommendations and remedial action for areas of weakness; prepares written report of findings and results; presents report to appropriate management staff; and recommends areas for future audits.
6. Develops audit work papers. Documents work performed during testing; and drafts audit findings.
7. Conducts follow up procedures to ensure recommendations have been implemented and are effective. Makes adjustments as required.
8. Assists other work units in revising or correcting financial records or data; evaluates and recommends alterations to forms and processing of other work units.
9. Performs other related duties as required.

10. 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.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Operations, services and activities of an internal audit program.
- Generally accepted accounting principles and auditing standards.
- Accounting theory and practices.
- Laws and regulations governing municipal finance and auditing.
- Methods and techniques of municipal auditing.
- Principles used in the evaluation of business operations.
- City finance-related ordinances, policies, procedures and regulations.
- Principles and procedures of financial record keeping and reporting.
- Basic mathematical principles.
- Pertinent Federal, state and local laws, codes and regulations.
- Office equipment including computers and supporting word processing and spreadsheet applications.

- **Skill in:**

- Analysis and research.
- Basic mathematics.
- Interpersonal relations.
- Computers and applicable software.
- Organization.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Analyze, monitor and audit governmental expenditures, income accounts and other financial data.
- Recommend corrective measures to safeguard City assets.
- Prepare and present written reports.
- Develop audit program.
- Review source documents and financial transactions.
- Research applicable laws, policies, guidelines, procedures, contracts and grant documents related to assigned audit.
- Assess the effectiveness of internal controls.
- Assist other work units in revising or correcting financial records or data.
- Interpret, explain, and enforce Department policies and procedures.
- Research and evaluate work procedures to recommend improvements.
- Perform a variety of general accounting duties.
- Communicate audit procedures and objectives.
- Perform comparative studies.
- Evaluate and recommend alterations to forms and processing of work units.
- Identify critical procedures or processes.
- Review financial record keeping systems and processes for efficiency.
- Analyze program procedures.

- Prepare clear and concise reports.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in accounting, financial analysis, auditing or a related field and no previous experience is required.

OTHER REQUIREMENTS

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.