

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	City Auditor		
<b>Job Code:</b>	AP1031	<b>Job Family:</b>	Appointed
<b>Pay Grade</b>		<b>Date Created:</b>	09/03/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Directs financial, procedural, operational, fiscal compliance, and program audits for all City functions and activities. Undertakes special projects, analysis and investigations as assigned by the City Council and/or City Manager. Directs and manages the services and activities of the Internal Audit Department.

### 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. Directs and manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service and/or operational area; oversees the development and implementation of policies and plan related to departmental services and operations.
2. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of methods and procedures; allocates resources accordingly.
3. Plans, directs and coordinates, through subordinate level management staff, the department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
4. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Represents the department to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
6. Provides legal advice on municipal activities and operations; conducts legal research; advises City staff concerning legality of operations, policies, procedures and activities.

7. Prepares an annual and a long range audit plan for submission to the City Council for review and approval.
8. Reviews fiscal and property accounting practices and operational procedures, recommending changes when appropriate.
9. Directs the planning, execution, and reporting of financial and operational audits of City programs and activities as approved in the annual audit plan.
10. Selects, trains, manages, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; completes related personnel matters.
11. Oversees and participates in the development and administration of the department's budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
12. Provides staff assistance to the City Manager and the City Council; participates on a variety of boards, commissions and committees; formulates significant policies related to the department's services and activities; prepares and presents staff reports and other necessary correspondence; provides staff support to assigned boards and commissions.
13. Performs other related duties as required.
14. 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:**
  - Principles and practices of general and governmental accounting principles.
  - Internal and governmental auditing standards and procedures.
  - Practices and theories of business management.
  - Laws regulating and influencing city fiscal operations.
  - Principles and practices of municipal budget preparation and administration.
  - Principles and procedures of financial reporting.
  - Principles of supervision, training and performance evaluation.
  - City personnel policies and procedures.
  - Principles and procedures for developing goals, objectives and management plans.
  - Pertinent federal, state and local laws, codes, and regulations.
- **Skill in:**
  - Time and employee management.
  - Research and analysis.
  - Strategic and critical thinking.

- Computers and applicable software.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Organize, interpret and apply legal and administrative concepts to accounting functions.
  - Analyze data and draw logical conclusions.
  - Prepare clear and concise accounting and statistical reports.
  - Remain tactful and diplomatic in screening calls and interacting with City personnel as well as the general public.
  - Understand, apply, and implement administrative policies, practices, and procedures.
  - Organize, control, and maintain multiple records and document filing system.
  - Prioritize work assignments and track projects in a timely, efficient manner.
  - Maintain attention to detail despite frequent interruptions.
  - Utilize independent judgment and discretion.
  - Compile and analyze information and data.
  - Plan, organize, direct and coordinate the work of lower-level staff.
  - Delegate authority and responsibility.
  - Select, supervise, train and evaluate staff.
  - Interpret and apply applicable federal, state and local policies, laws and regulations.
  - Prepare and administer large and complex budgets.
  - Maintain confidentiality of certain City information.
  - Operate assigned vehicle to travel to various meetings and events in the City.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major coursework in accounting, public administration, business administration or a closely related field and eight years of experience in auditing, accounting, public administration, including four years of management and supervisory experience.

## **OTHER REQUIREMENTS**

Possession of an appropriate, valid Texas driver's license. Requires certification and license as a Certified Public Accountant (CPA) or a certification as a Certified Internal Auditor (CIA).

## **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.