

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Senior Auditor		
<b>Job Code:</b>	PR2290	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	610	<b>Date Created:</b>	07/14/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs the more complex and difficult work of staff responsible for performing City internal administrative, compliance, operational, and/or financial audits; reviews, analyzes and audits administrative and financial operations in City departments; and performs a variety of complex 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. Performs technically complex internal audit functions for the City's departments, operations and services; reviews the administrative, financial, operational or management policies and procedures of City departments and divisions to ensure their efficient and sound conduct.
2. Defines audit programs; develops an understanding of the program being audited; reviews source documents and financial transactions.
3. Researches applicable laws, policies, guidelines, procedures, contracts and grant documents related to assigned audit; meets with key personnel to communicate audit procedures and objectives.
4. Reviews financial record keeping systems and processes to ensure efficiency and effectiveness and to safeguard City's assets.
5. Analyzes program procedures; interviews all levels of personnel; identifies critical procedures or processes; performs comparative studies; evaluates effectiveness of procedures in attaining objectives.
6. Develops recommendations and remedial action for areas of weakness; prepares written report of findings and results; presents reports to appropriate management staff; recommends areas for future audits.
7. Conducts follow up procedures to ensure recommendations have been implemented and are effective; makes adjustments as required.
8. Reviews the work of lower level staff as assigned to verify accuracy and quality of work specification.
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 a municipal internal audit program.
  - Methods and techniques of municipal auditing.
  - Principles used in the evaluation of business operations.
  - Budgeting and management control systems.
  - Accounting theory and practices.
  - Generally accepted accounting principles and auditing standards.
  - Laws and regulations governing municipal taxation, finance and auditing.
  - Auditing methods and techniques.
  - City finance-related ordinances, policies, procedures and regulations.
  - Principles and procedures of financial record keeping and reporting.
  - Office equipment including computers and supporting word processing and spreadsheet applications.
- **Skill in:**
  - Microsoft Office and Access
  - Interviewing personnel
  - Delivering presentations and public speaking
  - Project Management
  - Technical writing
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Pertinent Federal, state and local laws, codes and ordinances.
  - Independently perform the most difficult audits.
  - Interpret, explain, and enforce Department policies and procedures.
  - Research and evaluate work procedures to recommend improvements.
  - Analyze, monitor and audit governmental expenditures and other financial data.
  - Recommend corrective measures to safeguard city assets.
  - Perform a variety of general accounting duties.
  - Prepare clear and concise reports.
  - Operate office equipment including computers and supporting word processing and spreadsheet applications.
  - Establish and maintain effective working relationships with those contacted in the course of work.

## **QUALIFICATIONS**

### **Minimum:**

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

Bachelor's degree from an accredited college or university with major course work in accounting, financial analysis, auditing or a related field and three years of increasingly responsible auditing, accounting, finance or business administration experience.

## **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, stooping, kneeling, crouching, reaching, 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.*

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.