



Office of Human Resources  
Internal Auditor Associate - CV3044  
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### General Statement of Duties

Performs intermediate level professional auditing work, conducting internal audits, including performance, financial, IT and compliance audits, preparing reports in accordance with Generally Accepted Government Auditing Standards to ensure compliance with rules and policies, and measures performance for efficiencies.

### Distinguishing Characteristics

The Associate Internal Auditor is distinguished from the Staff Internal Auditor, which performs entry-level auditing work while in training and under close supervision; and, is distinguished from the Senior Internal Auditor, which performs full performance level auditing work and assignments.

### Level of Supervision Exercised

None

### Essential Duties

Assists with conducting performance, financial, compliance, and contract audits and evaluations of city organizations and programs that include, but are not limited to effectiveness, efficiency, public policy assessment, governance, and internal control and compliance objectives as defined by Generally Accepted Government Auditing Standards.

Researches best practices, performance benchmarks, industry trends, applicable laws, policies, procedures, and methods, and academic literature in order to measure program and organizational activities, and develop a working knowledge of processes, in order to decrease time, streamline processes and services, and ensure compliance with rules and policies.

Assists with designing audit procedural plans, which includes developing overall purpose, timeline, and criteria standards, defining scope of work and objectives, and determining fieldwork activities.

Assists with the development of a wide range of qualitative and quantitative procedures and methodologies to review and evaluate business practices, operations, and records.

Assists with the development of surveys and questionnaires, and conducts fieldwork (interviews and investigations) to gather information, work samples, evidence, and gain an understanding of business operations and procedures.

Applies audit procedures, methodologies, and generally accepted auditing standards in examining records and documents, evaluating operational efficiencies, effectiveness, and internal controls to ensure transactions are properly recorded and in compliance of policies and procedures.

Statistically analyzes data, information, and records, in order to assemble and configure findings into meaningful formats in supporting conclusions and recommendations.

Assists with the preparation and presentation of final audit reports to stakeholders and client organizations, which includes identifying and developing audit findings and supporting conclusions, determining efficiency and effectiveness of processes, summarizing areas of concern or risk, and recommending courses of action for compliance.

Ensures performance audits are conducted in compliance with generally accepted auditing standards and associated city rules and policies, and collaborates with internal review processes.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Mathematical Reasoning – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

### Knowledge & Skills

Knowledge of accounting principles and auditing standards sufficient to be able to determine compliance with internal accounting procedures.

Knowledge of state statutes, City Charter and ordinances contract requirements and other City rules and regulations sufficient to be able to determine compliance.

Skill in applying accounting principles and auditing standards for determining liability for assessing appropriate taxes, and/or determining the reliability and integrity of a given accounting system by evaluating its internal controls.

Skill in exercising initiative, judgment, and decision making in solving problems and meeting organizational objectives.

Skill in independently adapting, interpreting, and applying written guidelines, precedents and standardized work practices to a variety of unprecedented or problematic situations.

Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.

Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.

Skill in using various forms of computer software for preparing documents and spreadsheet work papers.

Skill in maintaining and organizing files, documents and records.

### Education Requirement

Bachelor's Degree in Accounting, Finance, Public Administration, Public Policy, Government Analytics, Business Administration, or related field. Some positions may require successful completion of a college-level course in auditing principles.

### Experience Requirement

One (1) year of professional level experience auditing and evaluating business practices and processes to ensure compliance and efficiency.

### Education & Experience Equivalency

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

### Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

### Working Environment

Subject to many interruptions.  
Pressure due to multiple calls and inquiries.  
Some positions may perform on-site audits.  
Some positions are subject to significant local travel.

### Level of Physical Demand

1-Sedentary (0-10 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.  
Reaching: extending the hand(s) and arm(s) in any direction.  
Handling: seizing, holding, grasping or otherwise working with hand(s).  
Fingering: picking, pinching, or otherwise working with fingers.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.  
Repetitive motions: making frequent movements with a part of the body.  
Eye/hand/foot coordination: performing work using two or more.  
Vision Near Acuity: ability to see clearly at 20 inches or less  
Accommodation: ability to adjust vision to bring objects into focus.  
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

### Background Check Requirement

Criminal Check  
Education Verification

Employment Verification  
By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: V-809**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**