



INTERNAL AUDITOR

POSITION TITLE:

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POSITION #

DEPARTMENT:

CITY AUDITOR

FLSA ST: Exempt

REPORTS TO:

CITY COUNCIL

GRADE: 50

REV: 10/2015

JOB SUMMARY: Under the general direction of the City Council, the internal auditor completes detailed internal auditing activities for the City of League City. This is accomplished by objectively analyzing City-wide operational procedures and internal controls, making recommendations regarding cost effectiveness and efficient delivery of City services, performing financial and statistical analyses, conducting financial and management reviews, formulating recommendations and preparing related reports and presentations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs independent internal audit activities in order to evaluate the effectiveness and efficiency of operational procedures and internal control systems, the accuracy of financial records, and the level of compliance with applicable laws, governmental regulations and management policies or procedures.
2. Reviews departmental records of equipment, buildings manpower, financial transactions and internal systems; Collaborates with departmental personnel to obtain information to determine compliance with applicable laws, governmental regulations and management policies and procedures.
3. Surveys and evaluates functions, activities, and information obtained for deficiencies in controls, work and process redundancy, over-spending and fraud and/or lack of compliance with laws, regulation and management policies and procedures.
4. Investigates claims of fraudulent activities and wrongdoings in assigned areas.
5. Develops audit findings, prepares recommendations of corrective actions and drafts summary reports for delivery of results to City Council and/or management.
6. Recommends changes for policy as needed and works with departments and management to correct identified deficiencies and achieve established objectives.
7. Conducts special studies as required to discover the mechanics of detected deficiencies and develops and delivers programs related to deficiency prevention and internal control systems.
8. Collaborates with the Purchasing Department to establish contract compliance plans and procedures; Conducts periodic audits of contracts to ensure compliance with contract terms.
9. Performs other duties as assigned.
10. Performs all other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree (Master's preferred) in Accounting, Business Management, or Public Administration from an accredited college or university with major course work in or a related field. A minimum of seven (7) years of progressively responsible experience in internal auditing. Certified Internal Auditor (CIA), Certified Public Accountant (CPA) or Certified Information Systems Auditor (CISA) licensure required. Any combination of education, training and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of the City Council. Excellent oral and written communication skills and effective interpersonal skills. Strong public presentation skills. A valid class C driver's license.

Preferred: Master's degree in Accounting, Business Management, Public Administration or a related field. Auditing experience in municipal government.

Must be able to provide services for the benefit of the general public during emergency situations that threaten the safety of League City's citizens, and that, City employees must be able to work immediately before, during, or immediately after an emergency.

KNOWLEDGE, SKILLS AND ABILITIES:

- Broad technical knowledge and proficiency in municipal finance administration, principles, and practices
- Knowledge of auditing standards and requirements
- Knowledge of and an ability to work with a variety of computer software and systems
- Knowledge of municipal regulations
- Skilled in working under pressure and meeting deadlines
- Skilled in conducting research and documenting internal auditing activities
- Skilled in designing and presenting financial and operational reports and/or presentations
- Skilled in prioritizing, organizing and managing multiple simultaneous projects
- Skilled in gathering and analyzing information and making recommendations based on findings in support of organizational goals
- Ability to use sound judgment in the evaluation of the effectiveness of City systems
- Ability to analyze financial and operational data, define problems, develop conclusions, and make recommendations
- Ability to establish and maintain effective working relationships with staff and City officials
- Ability to influence and provide advice on specific problems and policies; Ability to gain cooperation and acceptance of ideas
- Ability to effectively present information and respond to questions clearly and concisely verbally and in writing
- Ability to maintain sensitive and confidential information

PHYSICAL DEMANDS:

Tasks involve the ability to exert light physical effort in a sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Some tasks require visual and sound perception and discrimination and oral communication ability.

SIGNATURE

I have reviewed the above job description and I understand the responsibilities and the essential functions.

Employee

Date