

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 205

INTERNAL AUDITOR

GENERAL

Responsible professional and administrative work in the independent audit of financial data and operational procedures. Work is performed under general executive direction.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Conducts a review and appraisal of departmental operations to determine compliance with applicable ordinances, regulations and laws.
- Advises the City Manager on a continuing basis of any fiscal or other operation within the City which should be reviewed.
- Provides for a review of the internal control of administrative and accounting mechanisms to ensure a sound administration and to deter the occurrence of fraudulent acts.
- Performs test and evaluations to assure compliance with contracts and grant requirements.
- Prepares a preliminary evaluation to determine the audit scope and the extent that staff audits may encompass special problems.
- Develops, implements, schedules, assigns and updates the annual audit program, and coordinates internal audit efforts with those of the independent public accountant and the Director of Finance.
- Provides for any analysis and assessment of the relevance and efficiency of the activity structures of the organization, its plans and objectives, and its use of human and material resources.
- Discusses audits and recommendations with department officials, and assists in applying recommendations.
- Conducts training in internal audit policies, methods and procedures.
- Coordinates the preparation of the organization's reply to the independent public accountant's management letter.
- Directs and monitors the implementation of City and departmental Affirmative Action plans. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of governmental accounting and auditing theory and practice.
- Knowledge of the organization, functions and financial problems of municipal government.
- Knowledge of data processing and modern management techniques.
- Knowledge of MIS security and control systems.
- Ability to research accounting problems and report findings.

- Ability to communicate orally and in writing.
- Ability to establish rapport with all departments, contracted auditors and governmental agencies. Skill in the development and implementation of accounting and auditing procedures and systems.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelors degree in Accounting. Extensive experience in computerized internal auditing. CIA, CPA and CISA preferred.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling,, pushing, and pulling. Daily lifting of up to 20 lbs.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Rev 12/16

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 38/50

Location: Internal Auditor Office

GERS: Regular: Regular Class