



Job Title	Audit Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	At-Will
Zone	6	Job Code	17518

Class Specification – Audit Supervisor

Summary Statement:

The purpose of this position is to carry out the mission of the Office of the City Auditor, which is to provide Council an independent, objective, and comprehensive auditing program for operations of the City of Colorado Springs; evaluate the adequacy of financial controls, records, and operations and the effectiveness and efficiency of organizational operations; provides the Council, management, and employees objective analyses, appraisals, and recommendations for improving systems and activities. This is accomplished by participation in the selection and supervision of audit staff members, audits and project management, annual audit planning, and staff development.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % <small>(All below must add to 100%)</small>	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Supervises the activities of audit staff including coordinating specific assignments, reviewing work, answering questions, providing guidance and feedback, mentoring, and coaching. Develops and approves staff's audit planning documents, including risk assessment and assessment of fraud risk. Supervises and reviews to ensure that audits are performed and documented in compliance with department procedures, professional standards, and peer review requirements. Communicates audit findings and recommendations to client at all levels in the organization in person and via written report to management, City Council, and the public. Ensures written reports meet the needs of internal and external stakeholders.
15%	Performs or assists in the completion of audit projects planning, fieldwork, and reporting. This may include conducting meetings and interviews with clients, research, data analysis and synthesis, and developing and verifying audit findings.
15%	Prepares training plans; participates in performance planning; and evaluates performance. Prepares pay progression and position reclassification paperwork. Plans, prioritizes, and schedules activities of team members. Prepares human resources information regarding hiring process, conduct interviews, reviews applications, and ranks respondents.



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15%	Responsible for special projects and administrative functions by research, investigations, and communications; contributes potential projects for annual audit planning; status reporting; project management; and potential project development. Communicates with key stakeholders on the audit process; meets with department managers to develop professional relationships, improve idea sharing, support client and audit goals and objectives.
5%	Attends professional development and training to maintain professional certifications; remains current in accounting, auditing, and fraud examination theory and practices; participates in local professional associations and qualified continuing professional education; participates in committees; utilizes information obtained to understand the vision and challenges of audit; provides professional direction regarding audit and control issues; and remains current on audit standards.

Competencies Required:	
Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	

Technical Skills Required:



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Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in accounting or a related field.

Experience: Five years of full-time professional auditing or accounting experience or a minimum of three years with the Colorado Springs City Auditor's Office.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.



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Fiscal Responsibility:

The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, ACL, TeamMate, SharePoint, and ERP systems.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: October 2014