



Job Title	Auditor I	FLSA Status	Non-Exempt
Band	PRO	Probationary Period	At-Will
Zone	3	Job Code	17218

Class Specification – Auditor I

Summary Statement:

The purpose of this position is to perform audit duties in accordance with policies and procedures of the Office of the City Auditor. This is accomplished by a variety of duties as required of an audit professional with limited experience in financial compliance, and performance auditing. Duties may include assisting senior staff with fraud investigations and consulting services.

DISTINGUISHING CHARACTERISTICS:

This is the entry level class in the Auditor series. This class is distinguished from the (II level) by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	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.
40%	Plans and performs audits by reviewing prior audit work and reports; assessing auditee's risk; developing an audit program for review and approval by senior staff; contacting auditee and setting initial entrance meeting to gather concerns; creating a budget; assigning staff to various audit areas; evaluating fraud risk; researching and documenting internal controls, records, and efficiency of operations; performing analysis and synthesizing data; and maintaining working knowledge of accounting standards.
40%	Performs fieldwork and interacts with clients by interviewing auditee personnel; assessing internal controls; performing data mining and analytics; communicating clearly and concisely with auditee management through different mediums; maintaining objectivity; building secure relationships with clients to ensure information accuracy; and negotiating and handling high pressure situations and meetings.
10%	Writes and presents reports by discussing audit results and findings with management; reports audit findings; makes recommendations for corrective action; writes an initial draft of the audit report; clears audit notes from supervisors as necessary; edits initial



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	reports with management recommendations; and performs annual audit follow-ups.
5%	Handles special projects and administrative functions by providing external audit support; gathering and testing information, documenting the results; researching and responding to fraud hotline; performing due diligence work for City Entities/Enterprises; attending various meetings to ensure compliance and knowledge of regulations; contributing to annual audit planning; reporting time; emailing correspondence; and attending staff meetings and team building activities.
5%	Attends professional development and training by maintaining professional certifications; remaining current in accounting, auditing and fraud examination theory and practices; attending local professional association functions, specialized seminars and online webinars by national organizations; and maintaining working knowledge of processes at client organizations.

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.



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Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

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 related field.

Experience: This is an entry level position and prior experience is not required.

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.	
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Supervision Exercised:

Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.



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Fiscal Responsibility:

This job title has no budgetary responsibility.

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, projector, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, TeamMate, ACL, and data-mining software.

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: August 2014