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|------------------|------------------------|----------------------------|----------------|
| <b>Job Title</b> | <b>Auditor, Senior</b> | <b>FLSA Status</b>         | <b>Exempt</b>  |
| <b>Band</b>      | <b>PRO</b>             | <b>Probationary Period</b> | <b>At-Will</b> |
| <b>Zone</b>      | <b>7</b>               | <b>Job Code</b>            | <b>17418</b>   |

**Class Specification – Auditor, Senior**

**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; evaluate the adequacy of financial controls, records, and operations and the effectiveness and efficiency of organizational operations; and provides Council, management, and employees objective analyses, appraisals, and recommendations for improving systems and activities. This position provides supervision of staff members.

**DISTINGUISHING CHARACTERISTICS:**  
 This is the advanced journey level class in the Auditor series. Positions at this level possess a specialized, technical, or functional expertise within the area of assignment and may exercise lead supervision over assigned lower level staff. Employees are typically assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties. This class is distinguished in that it performs the most complex work assigned to series and serves in a working supervisory capacity over lower level staff.

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| <b>Essential Functions</b>                    | Note: Regular and predictable attendance is an essential function in the performance of this job.   |
| <b>Time %</b><br>(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 audits in accordance with accepted professional standards. This typically includes reviewing prior audit work, reports, applicable policies, procedures, and regulations; risk assessment; developing an audit program for review and approval by senior staff; evaluating fraud risk; researching and documenting internal controls and efficiency of operations; and researching best practices or industry criteria for audit measurement. |
| 40%   | Performs audits through a combination of the following activities: interviewing personnel; assessing internal controls; reviewing and verifying processes; performing data mining and analytics; communicating clearly and concisely with management through different mediums; maintaining objectivity; building secure relationships with clients to ensure information accuracy; and handling high pressure situations and                       |



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|     |   |
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|     | meetings.   |
| 10% | Reports audit results by documenting audit findings; making recommendations for corrective action; writing an initial draft of the audit report; clearing audit notes from supervisor's review; discussing audit results, findings and recommendations with audited management; and performing annual audit follow-ups. |
| 5%  | Handles special projects and administrative functions by providing external audit support; researching and responding to fraud hotline; contributing potential projects for annual audit planning; status reporting; project management; 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; and participating in local professional associations and continuing professional education.   |

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| <b>Competencies Required:</b>   |
| Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. |
| 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 course work 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 one of the following certifications and/or licenses.

|  |               |
|--|---------------|
| Certified Internal Auditor (CIA)   | By start date |
| Certified Public Accountant (CPA)  | By start date |
| Certified Fraud Examiner (CFE)   | By start date |
| Certified Information System Auditor (CISA)  | By start date |
| Certifications required in accordance with standards established by departmental policy. |               |

**Supervision Exercised:**

Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instruction, and scheduling work.



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**Supervision Received:**

The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**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.

| <b>Environmental Conditions</b>      | <b>Frequency</b>   |
|--------------------------------------|--------------------|
| 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, ACL, TeamMate, 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