



Job Title	Audit Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	5	Job Code	17623

Class Specification – Audit Manager

Summary Statement:	
<p>The purpose of this position is to assist the City Auditor in directing, managing, supervising, and coordinating the activities and operations of the City Auditor's Office. Provides highly responsible and complex administrative support to the City Auditor. This is accomplished by taking direction from the City Auditor to oversee all aspects of office responsibilities including personnel, operational and strategic goals, objectives, and fulfillment activities.</p>	
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.
30%	Initiates, develops, and oversees the Office of City Auditor administration and strategic planning; overseeing audit related data analytics programs and financial review processes; streamlines audit templates; updates policy manual; prepares annual audit budget; oversees the 3rd party testing contracts. Develops and updates audit strategic planning to include technology needs, tool implementations, and updates. Develops and tracks internal project (audit) metrics and department metric dashboards.
50%	Supervises and/or performs the completion of audit projects planning, fieldwork, and reporting. Conducting meetings and interviews with clients, research, data analysis and synthesis, and developing and verifying audit findings. Review of auditor workpapers for compliance with audit standards and supporting auditor conclusions.
10%	Select, train, develop, engage, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; and implement disciplinary procedures. Participate on a variety of committees. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of governmental and internal auditing, and external auditing.
10%	With input from the City Auditor, develops annual office performance goals and performs monthly metric analysis; communicates and tracks results with continuous improvement efforts; performs monthly billing review; monitors for significant and



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emerging risks and reviews with City Auditor; assists City Auditor in identifying potential audit projects and prioritizing annual audit projects.
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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:
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, business administration, auditing or a related field.



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Experience: Five years of full-time professional internal auditing or accounting experience; including a minimum of three years with a municipality or related industry; and three years supervisory experience.

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 managing and monitoring work performance by directing subordinate supervisors, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

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.

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
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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: July 2021