



Job Title	City Auditor	FLSA Status	Exempt
Band	SMG	Probationary Period	At-Will
Zone	4	Job Code	19795

Class Specification – City Auditor

Summary Statement:
 The purpose of this position is to direct, manage, supervise and coordinate the activities and operations of the Office of the City Auditor with limited oversight provided by City Council and the Audit Committee to ensure an independent audit function. This independence is also maintained by receiving administrative oversight from the President of City Council; exercising management over managerial, supervisory, professional, technical and clerical staff; assuming management responsibility for services and audits; participating in the development and implementation of organizational goals, objectives, policies and priorities; evaluating the efficiency and effectiveness of audit delivery methods and procedures; assigning work activities, projects and programs; evaluating assigned personnel; participating in the development and administration of the Department’s annual budget; approving expenditures; representing the Office of the City Auditor to other departments, elected officials and outside agencies; coordinating staff training and working with staff to correct deficiencies. The City Auditor will administer a Fraud, Waste and Abuse Hotline for the City and its Enterprises. The City Auditor will participate in professional group meetings; stay abreast of new accounting and audit pronouncements along with compliance for such; and perform related duties and responsibilities as required.

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%	Maintain independence; ensure public accountability; perform post-audits with access to books and records; and examine books and records. Determine the effectiveness and efficiency of programs; cooperate with City administration to include enterprise administration along with City Council. Make periodic reports to City Council; administer oaths; and seek equitable information for the City in cooperation with the City Attorney.
15%	Review all Colorado Springs Utilities (CSU) rate changes, ensure accurate calculations and consistency as specified in tariffs; provide assurance to the CSU Board concerning certain Board instructions used to govern CSU.



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20%	Hire, manage and coordinate work plan for staff; evaluate personnel; counsel employees to correct deficiencies; review disciplinary situations.
5%	Prepare an annual risk assessment which becomes the basis for the annual audit plan; interview all City department heads, CSU officers and general managers. Per City Code, perform audits such as the biennial audit of Trails, Open Space and Parks (TOPS) funds.
5%	Meet with all Council Members, the Mayor, Chief Executive Officer of CSU, Airport executives, and other leaders to identify potential audit projects; rate potential audits for risk to identify the highest likelihood to add value to each entity; incorporate into the proposed audit plan for the following year.
5%	Present the proposed audit plan to the Audit Committee and subsequently, City Council for approval; use the approved audit plan as the basis for the following year's budget request.
20%	Lead the office and select the audit standards used to ensure quality in the audits performed review and implement policies and procedures to meet organizational needs, follow the International Professional Practices Framework (IPPF) promulgated by the Institute of Internal Auditors.

Competencies Required:
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: Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such



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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 and accredited college or university with major coursework in business administration, accounting, or related field.
 Experience: Seven years of full-time professional experience in accounting, auditing procedures, or management including five years of administrative, leadership, and 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.	
Certified Public Accountant (CPA)	Required
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:



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Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

Supervision Received:
 Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:
 This job title has responsibility for final approval of budgetary recommendations. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.

Physical Demands:
 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

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.

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: December 2014