

Job Title: **Internal Auditor**

Classification: **Exempt - Professional**

Department: FINANCE



Supervisor: Finance Director

Effective: 01/01/2022

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## **I. JOB SUMMARY:**

Under the direction of the City Manager's Office, the City Auditor will establish work and audit priorities, performs advanced auditing work, develop and administer a comprehensive city-wide internal audit program, perform internal audits of City activities and prepare detailed reports distributed to management. Provides objective and professional evaluations of the city operations and assists management in meeting prudent internal control standards and operational efficiencies. City Auditor will work closely with departments, financial recipients, outside agencies, vendors, and those companies that have a current city contractual relationship. May supervise the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

## **II. EDUCATION & EXPERIENCE REQUIREMENTS:**

- Bachelor's Degree in Accounting, Finance or closely related field is required.
- Must have three to five years auditing experience or related analytical business experience and at least two years in a supervisor of management role.
- Must have experience with government accounting and government accounting principles, Generally Accepted Accounting Principles.
- Must be able to communicate proficiently in the Spanish and English language.
- Must be proficient in working with personal computer, and general office equipment.
- Must have knowledge of Microsoft Office Applications.
- Certifications of Certified Public Accountant and/or Certified Internal Auditor strongly preferred.

## **III. EMPLOYMENT REQUIREMENT:**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a pre-employment drug, physical and pre-placement screening administered by the City of Mission appointed physician at the City's expense.
- Must have a current valid class "C" Driver License from the Texas Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

**IV. SKILL ABILITY REQUIREMENT:**

- Formulate and establish strategic and tactical goals for internal audits.
- Conduct such studies and reports as the City Council shall request or approve as to the efficiency, economy, and effectiveness of programs, projects, or departments and report such data to the City Council and the City Manager.
- Plan, conduct, and supervise financial, compliance, and performance audits in accordance with audit standards.
- Identify opportunities for improvement and recommend such improvements be implemented to systems and standard operating procedures.
- Direct major audit processes including preparing statement of purpose, delineating authority, and responsibilities, preparing and executing the audit plan, and assisting external auditors when required.
- Identify the scope of each audit conducted, including the department, organization, services, program, function, policy, and each potential audit objective to be addressed and be skilled in persuading levels of management to change procedures and controls.
- Appraise and verify the accounting accuracy of financial records, statements, and reports and determine that generally accepted accounting procedures and principles are followed.
- Evaluate the adequacy of the City's accounting systems and controls.
- Investigate any suspected acts of fraud or other similar irregularity and notify the City Manager and City Attorney.
- Consult with and obtain advice from the City Attorney, report suspected violations, and notify the appropriate chief prosecuting authority when violations are criminal.
- Maintain professional and technical knowledge and skills by keeping required license/certification current.
- Knowledge of municipal financial, legal and political environments of and municipal operations.
- Knowledge of internal controls development and the cost/benefit relationship.
- Combine critical thinking skills, technical experience, and project management techniques to plan, conduct and report audit findings within established timelines.
- Communicates effectively with City management and departments.
- Thorough knowledge of professional accounting and internal and/or external audit theory.
- Ability to work with various accounting and financial systems and database applications.
- Ability to effectively present information publicly to staff, management, and other groups/organizations.
- Ability to accept responsibility and account for his/her actions.
- Skilled in the use of personal computer and software programs including Microsoft Office Suite and/or Google Apps.
- Demonstrates strong interpersonal skills with ability and willingness to work effectively with others.

**V. EQUIPMENT/MATERIALS:** General office and safety equipment/materials to include but not limited to the following:

- Personnel Computer
- Copier, Printer, Scanner, Fax
- Policy & procedure handbook
- Telephone
- Various software applications

**VI. ESSENTIAL JOB FUNCTIONS:**

- Monitors and appraises the application and effectiveness of administrative, financial, operational, and asset controls and the reliability of derived information; consults with senior staff, Department Directors, and others concerning adequacy of controls and applies corrective actions.
- Develops policies and procedures in consultation with senior management and staff to ensure efficient and economical audit operations; ensures policies and procedures are disseminated to all levels and evaluates to ensure compliance.
- Directs major audit processes including preparing statements of purpose, delineating authority and responsibilities, preparing and executing an audit plan; assists external auditors in periodic or other audits.
- Conducts needs and analysis to establish long range goals and objectives; monitors and researches trends in auditing techniques, technology, laws, rules, and City policy to develop strategies and methodologies to achieve long range goals.
- Oversees administrative matters such as administering expenditures, conducting special studies, preparing routine or special reports, developing and administering training, providing, for staff technical or professional growth, and other administrative duties.
- Performs other related duties as required.
- The City Internal Auditor, while aware of political issues, will scrupulously avoid personal involvement in them and demonstrate the highest level of decorum and ethical behavior.

**VII. NON-ESSENTIAL JOB FUNCTIONS:**

- Attend special events when necessary.

**VIII. WORK ENVIRONMENT:**

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (none-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

**IX. MANUAL DEXTERITY:**

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs, and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters, and memos, input data in computer, and document information needed for day to day tasks.

**X. PHYSICAL DEMAND ANALYSIS:**

**NON-MATERIAL HANDLING ACTIVITIES**

Tasks	Frequency	Performance
<b>CLIMBING</b>	<b>O</b>	Use three step stool or six step ladders to retrieve materials, books, files, or office supplies from upper shelves and building entrance stairs.
<b>BALANCING</b>	<b>C</b>	Telephone, books, files, binders, folders, pens, pencils, papers, stapler, stapler remover, paper clips, envelopes, markers.
<b>STOOPING</b> (Bending at waist)	<b>F</b>	Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall down to floor area.
<b>KNEELING</b> (one or both knees)	<b>O</b>	Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets
<b>CROUCHING</b> (bending at hips/knees)	<b>F</b>	Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.
<b>CRAWLING</b>	<b>O</b>	Under desk to plug computer, tower, and printer.
<b>REACHING</b>	<b>C</b>	Open drawers and retrieve files and documents, partial to full arm extension, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders, using computer mouse.
<b>TWISTING/TURNING</b> (rotation)	<b>C</b>	180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within work station, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
<b>HANDLING</b> (manipulated objects)	<b>C</b>	Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files and books exerting moderate force.
<b>STANDING</b>	<b>C</b>	Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplies, books, at shoulder level, opening file drawers, pick up and deliver documents.
<b>WALKING</b>	<b>F</b>	Retrieve paperwork within office and other offices within department up to 50 walking to copy room to make copies, within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing employee information.
<b>SITTING</b>	<b>C</b>	Typing letters and reports on computer key board or typewriter, attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paper work, opening drawer to retrieve files.
<b>FINGERING</b> (finger dexterity)	<b>C</b>	Typing letters and reports on computer key board or typewriter, using 10 key calculators by touch, hand writing messages and notes, inputting data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, tape dispenser.
<b>GRASPING</b> (whole hand activities)	<b>C</b>	Office supplies, equipment, file boxes, reams of paper, telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers, computer keyboard and mouse, letter stand, ruler, tape dispenser,
<b>N-Never    O-Occasional 1-33%    F-Frequently 34-66%    C-Constant 67-100%</b>		

**MATERIAL HANDLING ACTIVITIES**

Tasks	Weights	Frequency	Performance
<b>LIFTING</b>	Up to 5 lbs.	<b>F</b>	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6-10 lbs.	<b>F</b>	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs.	<b>F</b>	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs.	<b>O</b>	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs.	<b>O</b>	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs.	<b>N</b>	
	76-100 lbs.	<b>N</b>	
<b>CARRYING</b>	Up to 5 lbs.	<b>F</b>	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of
	6-10 lbs.	<b>F</b>	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs.	<b>F</b>	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs.	<b>O</b>	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs.	<b>O</b>	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs.	<b>N</b>	
	76-100 lbs.	<b>N</b>	
<b>PUSH/PULLING</b>	Up to 5 lbs.	<b>F</b>	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	6-10 lbs.	<b>F</b>	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	11-20 lbs.	<b>F</b>	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	21-25 lbs.	<b>O</b>	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	26-50 lbs.	<b>O</b>	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	51-75 lbs.	<b>N</b>	
	76-100 lbs.	<b>N</b>	
	Over 100 lbs.	<b>N</b>	

**N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%**

I \_\_\_\_\_ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date