

INTERNAL AUDITOR

SUMMARY:

Under general direction from the City Commission prepares annual audit plan, directs audits of records, reports, operations, and activities related to the various functions and duties of the City government, departments and programs; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are **not** in any hierarchical order)*

1. Based upon a bi-annual risk assessment, submits for the City Commission's approval the annual audit plan detailing activities to be performed by the Internal Auditor's Office.
2. Provides City Commission with bi-weekly progress reports on legislative matters.
3. Performs full supervisory responsibilities for Internal Auditor's staff.
4. Trains and mentors audit staff in the performance assigned audit projects using effective customer service principles.
5. Ensures consistency with auditing standards before submitting draft audit reports to the Audit Committee for approval to issue and issuing reports.
6. Provides consulting services on legislative proposals and contracts, responds to special requests and needs of Mayor, City Commissioners and Department Directors for information and interpretation.
7. Conducts pre-audit engagement meetings with department officials.
8. Discusses audits and recommendations with the City Administration and department officials, and assists in applying recommendations.
9. Maintains audit recommendation follow-up system including notifying responsible parties; participates in meetings to develop consensus on recommendations and implementation of corrective actions.
10. Makes presentations to the City Commission. Represents the City at professional, educational, and citizens' groups meetings.
11. Serves on committees and task forces and participates in other endeavors as required.
12. Personally performs other projects as assigned by the City Commission.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of all federal, state, and local laws, ordinances, rules, regulations and guidelines pertaining to fiscal management agencies, including funded by federal grants.
- Thorough knowledge of governmental accounting, office management, and the principles of public and business administration and their application to governmental accounting.
- Thorough knowledge of generally accepted governmental audit standards, accounting principles, public finance administration, and internal control systems and their methods and application to the development, installation and audit of governmental accounting systems.
- Skill in mediation and consensus methods, practices and procedures.
- Skill in using personal computers and software pertinent to auditing and accounting practices.
- Skill in research methods and practices.
- Skill in exercising sound judgment in the application of audit standards and principles to complex auditing problems.
- Skill in effectively developing and utilizing oral and written presentations and reports.
- Skill in delegating, assigning, reviewing and evaluating work.
- Skill in analyzing technical data and information for financial and performance auditing.
- Skill in maintaining an independent and objective behavior in performing all work.
- Skill in prioritizing and handling multiple tasks and projects simultaneously.
- Ability to plan, organize, and supervise, through various levels of executives and supervisors, the work of subordinates in a manner conducive to full performance and high morale.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is occasional need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in accounting, finance, or a related field, and seven (7) years of progressively responsible governmental auditing experience, or any equivalent combination of training and experience required. Three years (3) supervisory experience, required.

Must be a certified public accountant licensed in the state of Florida, for out of state applicants, ability to obtain State of Florida CPA license within twelve (12) months from date of employment, or a certified internal auditor and must currently possess and maintain active licensure and certification. The internal auditor must also maintain active membership in the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants or the Institute of Internal Auditors.

A valid Florida driver's license is required; a valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of employment.