

Class Code: H64  
City of Anaheim  
Class Specification

Classification:  
AUDIT TECHNICIAN

DEFINITION:

Under general direction, to perform complex and specialized clerical work for the City's Management Audit Division.

EXAMPLES OF DUTIES:

Compares State sales tax data with Business License data and determines any missing or exceptional data for all businesses in Anaheim.

Answers questions from the public concerning Business License and sales tax information.

For all exceptions under sales tax and business license, writes to businesses requesting exception explanation; evaluates response for completeness.

Follows up on all exceptions to ensure that Anaheim receives the correct amount of taxes.

Researches and prepares various reports as requested by staff.

Operates multiple environment to enter, edit, and evaluate data using mainframe, database, spreadsheets and word processing programs.

Develops filing systems for record storage and retrieval including establishing and modifying Record Retention Policies in cooperation with the Program Development and Audit Manager.

Assists Management Auditors/Analysts with routine assignments such as inventory, data entry or petty cash verification.

Supervises temporary personnel performing data entry and word processing.

Serves as systems administrator for departmental Local Area Network (LAN).

Provides backup support to Division secretary.

Performs other job related duties as required.

MINIMUM REQUIREMENTS:

Experience in: Responsible experience in performing complex clerical accounting or audit work.

Knowledge of: Modern office equipment and procedures including records management systems; Local Area Network (LAN) computer administration; municipal code related to Business License and Sales Tax; advanced principles and methods of business correspondence and report preparation; business math; audit procedures; computer terminal operating methods; English usage, spelling, grammar and punctuation.

Ability to: Operate word processor, mainframe terminal and computer terminal; prepare accurate and complex spreadsheets and databases using various software applications; maintain accurate records; define problems and recommend effective alternatives; interact effectively at all organizational levels, and with members of the public; receive confidential information and maintain confidentiality; write and direct business correspondence and routine reports; speak clearly and distinctly; prepare clear, concise

and easily understood statistical and narrative reports; understand pertinent procedures and functions quickly and apply them without immediate supervision; establish and maintain effective relationships with those contacted in the course of work.

Supervision Exercised: Plans, trains, reviews and directs the work of temporary personnel.

Supervision Received: Works under technical direction of the Program Development and Audit Manager who reviews work in progress and completed work.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Unit of Representation - Confidential

Created 4/90 - V. Kilmurray

Revised 7/91 - V Kilmurray

Doc CS1005