

- I. CLASS TITLE: AUDIT MANAGER
- II. DEPARTMENT: City Administration/Audit Division
- III. CLASS DEFINITION:

To direct, manage, supervise, and coordinate the activities and operations of the City-wide auditing program; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Assistant City Manager.

- IV. SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Assistant City Manager.

Exercises direct supervision over professional and clerical staff.

- V. EXAMPLES OF ESSENTIAL JOB FUNCTIONS - Responsibilities and duties may include, but are not limited to, the following:

Assume management responsibility for all services and activities of the city-wide auditing program.

Manage and participate in the development and implementation of goals, objectives, policies and priorities for the audit program; identify resource needs; recommend and implement policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems; identify opportunities for improvement and review with the Assistant City Manager; implement improvements.

Select, train, motivate and evaluate audit program personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate and review the work plan for the City's internal audit program; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

Manage and participate in the development and administration of the audit program budget; direct the additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Manage and participate in the planning, design, development, implementation and operation of computer based auditing systems; oversee the installation of electronic data processing systems.

Manage and coordinate audit activities with other investors and non-operating owners of electrical utility power generating projects; provide audit materials to participating investors.

Review managerial, administrative, financial and data processing controls; determine if controls are adequate and effective; recommend and implement changes as appropriate.

- EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:

Manage and coordinate auditing activities with those of other divisions and outside agencies and organizations; provide staff assistance to the Assistant City Manager; prepare and present staff reports and other necessary correspondence.

Attend and participate in professional group meetings; stay informed of new trends and innovations in the field of auditing.

Perform related duties and responsibilities as required.

VI JOB RELATED QUALIFICATIONS:

Experience: Extensive responsible management level auditing experience in a governmental environment, including the supervision of professional audit staff.

Knowledge of: Operational characteristics, services and activities of an audit program; modern and complex principles and practices of auditing and accounting and their application to governmental accounting systems; principles of finance; operating characteristics of computerized information systems relating to auditing; principles of municipal budget preparation and control; principles of supervision, training and performance evaluation; pertinent Federal, State and local laws, codes and regulations.

Ability to: Effectively manage and coordinate the work of professional personnel; select, supervise, train and evaluate staff; interpret and explain City audit policies and procedures; correctly interpret legal and financial information; effectively secure and determine facts through audit investigations; make sound judgments; prepare accurate, clear and concise reports including appropriate and sound recommendations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups and the general public.

Physical Requirements: Ability to travel to off-site audit locations.

License and/or Certification Required: Possession of, or ability to obtain a valid California Driver's License in order to visit off-site locations. Possession of a CPA, CIA and/or CISA required.

VII FLSA DESIGNATION: Executive Exempt

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.