

Class Code: 790  
City of Anaheim  
Class Specification

- I. CLASS TITLE: SENIOR MANAGEMENT AUDITOR
- II. DEPARTMENT/CONTROL CENTER: City Administration/Budget and Audit
- III. CLASS DEFINITION:

To lead and provide complex professional level duties and responsibilities involved in the conduct of management studies and audits including multi-jurisdictional audits; or perform complex audits for the Public Utilities Department.

- IV. SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Audit Supervisor.

Exercises functional and technical supervision over lower level staff.

- V. EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - Responsibilities and duties may include, but are not limited to, the following:

Lead Responsibilities:

Lead, assign and review the work of staff involved in conducting management studies and audits.

Coordinate the work of audit personnel assigned by other municipalities, states, federal agencies and/or public utilities to conduct audits of jointly financed projects.

Assist the Audit Supervisor in the development and administration of the audit program annual budget; prepare cost estimates for budget recommendations; submit justifications for budget items.

Assist the Audit Supervisor in the recommendation and implementation of goals and objectives; establish schedules and methods for providing audit services; implement policies and procedures.

Establish project objectives and scope of work for conducting financial, operational, multi-jurisdictional and contract compliance audits including audits for utility contractors, City enterprise contractors, City activity contractors, and the transient occupancy tax.

Perform internal audits to determine legal and financial compliance and operational and program efficiency and effectiveness; examine accounts and reports to determine compliance with applicable ordinances, regulations, and contracts.

Perform audits of various City departments, programs and systems to determine effectiveness of programs and ensure that appropriate controls and security measures are in place.

Prepare and present formal written audit reports to include findings and recommendations for the correction of deficient operations, procedures and practices.

Provide timely information in response to the inquiries of the City Manager, the Budget and Audit Manager, and the Audit Supervisor by performing special projects as directed; meet with executive management staff, City contractors, licensees

and Stadium, Convention Center and other tenants to complete audit objectives and special requests.

Stay abreast of new trends and innovations in the field of auditing by completion of certification required hours of continuing professional education annually.

Perform related duties and responsibilities as required.

Public Utilities Responsibilities:

Perform internal audits in the Public Utilities Department as required by agreement between investor participants of major electric generating projects; determine legal and financial compliance and operational and program efficiency and effectiveness; examines accounts and reports to determine compliance with applicable ordinances, regulations and contracts.

Prepare and present formal written audit reports to include findings and recommendations for the correction of deficient operations, procedures and practices.

Stay abreast of new trends and innovations in the field of auditing by completion of certification required hours of continuing professional education annually.

Perform related duties and responsibilities as required.

VI. JOB RELATED QUALIFICATIONS:

Experience: Responsible auditing experience including analysis and evaluation of a variety of auditing, financial, accounting and management areas including multi-jurisdiction audits. Utility audit experience is required for assignment to Public Utilities audit functions.

Knowledge of: Principles of lead supervision and training; complex auditing controls and security systems; principles of auditing program development and implementation; principles of data collection and statistical analysis; audit procedures necessary to review various departments, programs, and systems; accounting and auditing principles and their application to governmental accounting systems; standards for the professional practice of internal auditing; principles of economics and taxation; quantitative methods and principles; pertinent Federal, State, and local laws, codes and regulations.

Ability to: Lead, organize and review the work of professional and technical personnel; analyze and evaluate program operations and performance; analyze and evaluate complex auditing problems; evaluate internal controls; develop and implement manual and electronic data processing auditing systems; interpret legal and financial information; secure and determine facts through audit investigations; analyze and evaluate accounting and auditing problems; develop data for the preparation of reports and statements; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including City management staff, general employees, and personnel of City contractors and tenants.

Physical Requirements: None

License or Certificate: Possession of CPA, CIA and/or CISA certification is required.

VII. FLSA DESIGNATION: Professional

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 - Professional  
Class Concept - Advanced Journey Level Professional  
Created 9/83 - Sibson  
Revised 9/89 - Ralph Andersen & Associates  
Revised 11/89 - V. Kilmurray  
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