

CITY OF GAINESVILLE JOB DESCRIPTION

Title Description: CITY AUDITOR
Title Code: 1017
FLSA Exemption Status: Exempt
Creation Date: 12/01/1994
Revision Dates: 08/04/1997, 02/02/2011, 08/11/2014
Approved by: /s/Rhonda Virden, Compensation Manager
Approved Date:

SUMMARY

This Charter Officer directs the operation and administration of the Office of the City Auditor and advises the City Commission with respect to all matters concerning financial, performance and compliance audit activities.

The City Auditor serves at the will of the City Commission. Work in this class is distinguished from other classes by its exclusive management and control over all operating and administrative activities of the Office of the City Auditor.

EXAMPLES OF WORK**

***This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. Performance of lower level duties may be required.*

ESSENTIAL JOB FUNCTIONS

City-Wide:

Provides a leadership role for the City with respect to all matters concerning City financial, performance and compliance audit activities.

Maintains a positive working relationship with and acts as a strategic partner to the City Commission; assists the City Commission in all its accountability functions.

Recommends to the City Commission all measures necessary and expedient for the proper governance and management of City financial, performance and compliance audit activities.

Prepares an annual audit plan for the approval of the City Commission.

Develops, implements and monitors long- and short-range financial, performance and compliance auditing strategies that are aligned with and support the City's organizational values, goals and objectives.

Conducts a program of financial, performance and compliance audits with Government Auditing Standards (GAS) in order to assess the productivity and effectiveness of City operations, to provide recommendations for improving operations and internal control, to assure the City Commission that City assets are adequately safeguarded and financial records are accurately and properly maintained and to determine management's compliance with policies, plans, procedures, laws, and regulations which could impact operations.

Conducts compliance audits on the implementation of the City's Human Relations and Equal Opportunity ordinances, policies, and programs pertaining to the activities of the City within all departments of the City in accordance with schedules prescribed by the City Commission.

Verifies the sufficiency, accuracy, and reliability of information provided to the City Commission by City management.

Verifies reasonableness of General Fund revenue estimates in the City Manager's annual budget proposal.

Conducts special studies to investigate allegations of wrongdoing or fraud.

Develops and maintains an audit recommendation follow-up system, including notifying responsible parties, participating in meetings to develop consensus on recommendations and implementing corrective actions.

Formulates, implements and monitors for effectiveness, all administrative and operational policies, practices and procedures relating to financial, performance and compliance audits.

Appraises the cost effectiveness, efficiency and responsiveness of City operations and recommends measures for improvements.

Develops and recommends strategic financial, performance and compliance control system, process and practice changes to improve the cost effectiveness, efficiency and responsiveness of auditing activities.

Files all financial, performance and compliance audits, presentations and other reports with the Office of the Clerk of the Commission.

Assists the City Commission in selecting an external auditor for the audit of the City's annual financial statements and coordinates and administers resulting contracts.

Communicates with the City Commission and other Charter Officers.

Prepares and delivers presentations to the City Commission, other governmental agencies, and professional organizations.

Keeps abreast of current trends in or changes to procedures and requirements of the internal auditing profession. Brings pertinent legislative proposals to the attention of the City Commission.

Office of the City Auditor:

Develops, implements and monitors departmental goals and objectives that are aligned with the strategic direction and business plan of the City Commission.

Directs, plans, organizes, coordinates and reviews the work of department staff in accordance with all applicable federal, state, and local laws, rules, and regulations.

Holds final authority on selection, promotion, discipline, discharge, and other appropriate personnel actions.

Identifies training and developmental opportunities for staff.

Ensures that the department is compliant with the City's short- and long-term affirmative action goals and diversity recruitment strategies.

Prepares, submits to the City Commission, and administers the budget for the operation of the Office of the City Auditor.

Directs the accurate and timely response to public records requests relating to audit activities and processes in compliance with Florida public records laws.

Attends work on a continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Performs other duties as prescribed by law, charter, ordinance, or direction of the City Commission.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Below are the required education, experience, knowledge, skills and abilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited college or university in accounting, finance, business administration or related field and current certification as a Certified Public Accountant or Certified Internal Auditor; and ten (10) years of progressively responsible auditing experience, five (5) years of which must have been in government auditing; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

CERTIFICATIONS OR LICENSES

Licenses

Valid Florida Driver License required within 30 days of appointment.

Certifications

Valid Certified Public Accountant license or designation as a Certified Internal Auditor required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of principles, practices, methods and theories of Government Auditing Standards (GAS).

Thorough knowledge of laws, ordinances, regulations and statutes which govern audit functions.

Thorough knowledge of principles and practices of effective administration and supervision.

Knowledge of governmental budgeting.

Knowledge of structure, procedure, and division of responsibilities characteristic of the City Manager form of municipal government.

Excellent written and oral communication skills as demonstrated by the ability to articulate complex information and issues clearly and concisely.

Strong interpersonal skills as demonstrated by the ability to interact collaboratively and productively and to establish and maintain effective working relationships with individuals of diverse backgrounds including elected and appointed government officials, other Charter Officers, City employees, local, state and Federal legislative bodies, local business partners, and the general public.

Excellent analytical skills as demonstrated by the ability to collect, develop, assess, and blend information and recommendations from a wide variety of sources.

Strong critical and creative thinking skills to assess and resolve problems or issues by gathering and assessing information, taking advice, and using judgment that is consistent with standards, practices, policies, procedures, regulations or law.

Ability to maintain independence, objectivity and professional integrity in all circumstances.

Ability to maintain security and confidentiality.

Ability to plan, assign, delegate, review and direct work of departmental staff and to evaluate work accomplishments.

Ability to comply with the code of ethics and standards of the internal auditing profession.

Ability to develop short and long-term strategies, plans and programs and to evaluate work accomplishments.

Ability to work under high stress levels, with frequent interruptions and with tight and often changing deadlines.

Ability to direct the accurate and timely response to public records requests in compliance with Florida public records laws.

Experience and ability to deliver effective presentations.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

To perform this job successfully, an individual must possess certain physical abilities and be able to withstand work related environmental conditions.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is often required to sit for prolonged periods of time.

WORK ENVIRONMENT

Will be required to work and attend meetings outside regular business hours.