

Internal and Investment Auditor

Job Title: Internal and Investment Auditor
Department: Auditor's Office
Reports To: Auditor
FLSA: Exempt
Civil Services: Unclassified position

GENERAL STATEMENT OF DUTIES: Responsible to the City Auditor; Primary responsibilities are centered on those commonly completed by an Investment Administrator. Including but not limited to 199 S-M organizing, coordinating and directing the financial activities of the City in compliance with City Ordinances, ORC, GAS & GAAP.

Duties shall also include all those which from time to time may be assigned by the Auditor or Deputy Auditor, including but not limited to: Assists in overseeing all staff within the Office; Ensures proper accounting procedures and requirements related thereto are adequately in place and performed; Responsible for supervision of Office Staff; Develops policy and procedures under the direction of the Auditor or Deputy Auditor; Related work as required and duties which may from time to time be assigned by the Auditor.

DISTINGUISHING FEATURES OF THE CLASS: This position is deemed to be a "major non-tenured policy making or advisory position." Administrative position that exercises supervision over all other staff within the Office. Follows departmental, city, state and federal guidelines in performance of job duties. Plans, supervises and coordinates entire activities of the Office under the administrative leadership of the Auditor or Deputy Auditor. Additionally, administrative responsibilities include those that may from time to time be assigned by the Auditor.

EXAMPLES OF WORK: (Illustrative only)

Essential functions include but not limited to: Assists in the operation of a centralized accounting system for the City government and its agencies. Implements and sustains internal controls for all cash receipts and expenditures, performing internal audits. Organization and maintenance of Centralized Asset Reporting System, used for financial data and internal control; to insure Fixed Assets are accounted for, conducts visual on-site audits of these assets at various properties. Prepares financial statements, cost reports and other required data for all Enterprise Funds. Initiates forms and procedures for various audit controls (e.g., payroll forms, fixed asset numbering system, etc.).

Handles bank deposits for the department on a daily basis. Provides advice and assistance in accounting, auditing and computer operation to other departments as

necessary. Fills in for and performs duties of absent staff members. Initiates and maintains control of departmental programs. Performs fill in duties for absent staff members. Reacts to change productively and handles other essential tasks as assigned by Deputy Auditor or Auditor. All other activities related to the Office at the Auditor may from time to time assign.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of Internal Auditing and Financial Analysis; comprehensive knowledge of and excellent skill in the use of personal computers including spreadsheet and *data* base applications ; good knowledge of financial statement preparation and fixed asset management; some ability to type and proficiency with calculator; ability to manage and plan; ability to set goals in perspective with objectives; ability to self-manage; ability to work well with others; ability to communicate ideas and procedures, orally and written; ability to establish good rapport with employees, peers, supervisors and other departments; ability to traverse various terrains when visiting work sites; sufficient corrected or uncorrected vision to read and drive vehicle; ability to handle sensitive inquiries with tact and courtesy and maintain confidentiality of files and records.

MINIMUM ACCEPTABLE QUALIFICATIONS: A two or four degree from a recognized college or university with major work in Accounting or Business and two to five years' experience in accounting with emphasis on financial statement preparation and fixed asset management as well as considerable experience on spreadsheet and data base applications of computer systems preferred. Any equivalent combination of training and experience which provides the required knowledge, skills and abilities may be accepted.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and City Council.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions, and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Ohio Driver's License.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear, and taste or smell. The employee frequently is required to stand and walk. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.