

Welcome to the City of  
**POMPANO BEACH**



**Internal Auditor *Position Available***

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100 West Atlantic Boulevard  
Pompano Beach, FL 33060  
954.786.4626

## INTERNAL AUDITOR NEEDED

The City of Pompano Beach, FL is seeking an experienced INTERNAL AUDITOR to manage and perform independent audits of its financial data and operational procedures to determine compliance with applicable ordinances, regulations, and laws. The internal audit activity helps the City accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management, and control processes. The City is initiating this recruitment to replace the recently retired Internal Auditor who provided the City with over three decades of distinguished service. The Internal Auditor is a City Charter established position and it is appointed by, and reports directly to, the City Commission.



## POMPANO BEACH

Home to "Florida's Warmest Welcome" and to over 100,000 residents, Pompano Beach is part of the Miami Metropolitan Area, centrally located between Palm Beach and Miami along the beautiful coast of the Atlantic Ocean and is only 16 miles from the Fort Lauderdale/Hollywood International Airport. Pompano Beach's tropical climate is usually warm and sunny with an average temperature of 85F with January being its coolest month (76F) and July/August being its warmest (92F). Pompano Beach's name is derived from the Florida pompano, a fish found off the Atlantic coast. Pompano Beach is known for its excellent boating and fishing, and has some of the best scuba diving in Florida, with abundant colorful reefs and exciting shipwrecks waiting to be explored. Snorkelers can even swim from shore to see the magnificent coral reefs. The majority of the wreck dives on the Gold Coast are located just outside Hillsboro Inlet, making Pompano Beach the "Wreck Capitol" of Florida! The newest wreck recently sunk is the Lady Luck, a 324 foot tanker vessel that boasts the theme of a faux casino on its deck complete with poker tables, card "sharks", slot machines, gigantic dice, and octopus dealing craps.

The municipal fishing pier, dog park, beachside playgrounds, grills and picnic tables make Pompano Beach a perfect destination for families and beach dwellers. Enjoy unique shopping, fabulous dining, harness racing, or try your luck at the smoke free casino. Pompano Beach also maintains more than 50 local parks offering various sports and recreational facilities for both residents and visitors.

If you're a sports enthusiast, enjoy a game of golf at the Pines Course, newly renovated by world renowned golf architect and Golf Hall of Famer Greg Norman, or at the adjacent challenging Palms Course. Tennis anyone? There are 16 lighted professional clay courts at Community Park and at seven other locations throughout the City. A stroll or jog around the Pompano Beach Air Park is a great way to see the various aircraft, helicopters, and the world famous Goodyear Blimp.

Pompano Beach is the home of the annual Seafood Festival, held annually in April; enjoy the best seafood ever, and there's entertainment galore. In May, you can compete in the Pompano Beach Fishing Rodeo, or the Saltwater Circuit - a three tiered fishing tournament from May to August. November is the month for the Brazilian Festival; a cultural treat like no other.



The City of Pompano Beach is establishing itself as one of the best cities to reside in sunny South Florida. The City is continuing to improve and is bustling with an exciting renaissance. Pompano Beach's two Community Redevelopment Areas are revitalizing the beach and northwest areas, creating a common goal for a better City. To this end, Pompano Beach has been named by TripAdvisor as one of America's Top 10 Up and Coming Destinations on the rise. Pompano Beach provides small town charm with big city access.

The City's Vision looks for Pompano Beach to become an even greater place to live along the Atlantic coast of South Florida. A sense of place and family with distinctive architecture and a broad range of amenities and employment opportunities that will make the City a draw for many people to live, visit and invest in. Over the past several years the City has made great strides to make that Vision more of a reality. The City is close to having a new Library and Cultural Center, Old Downtown is coming back to life with new businesses, the Ali Cultural Arts Center will complement streetscape improvements, and the uniquely designed Pier Parking Garage opened with a proposed Welcome Visitor Center. This is the perfect time and place for an employee to enjoy a meaningful, challenging, and fulfilling career.

## GOVERNMENT

The City of Pompano Beach operates under a Commission-Manager form of government. The City Commission consists of five (5) Commissioners, each elected from within five (5) separate districts and a Mayor elected by all electors City-wide. The Internal Auditor serves at the pleasure of the City Commission. Including the Internal Auditor, the office employs a full time Deputy Internal Auditor and an Audit Assistant with a fiscal year 2017 budget of \$457,335. The City's budget for FY 2017 is \$256,267,192 and is budgeted for 767 full time employees.

Among the many awards the City has received, particularly notable are the Certificate of Achievement received by the Finance Department for excellence in financial reporting for its comprehensive annual financial report for fiscal year 2012, and the Distinguished Budget Presentation Award received by the Budget Office for its FY 2015 budget. Both awards were issued by the Government Finance Officers Association.

## IA STRATEGIC PLAN INITIATIVES

- **Debt Service Payments:** The audit examines compliance with required monthly and semi-annual payment for bonds or leases to ensure compliance with bond covenants and long-term lease requirements. The City issued bonds for long term capital improvement projects or executed long-term leases for equipment.
- **Federal and State Grant:** The audit examines compliance with required regulations governing revenues and expenditures of federal and state grants. City Departments apply for Federal and State Grants. After these grants are awarded, an audit will be performed annually as part of the annual audit of the City's audit of financial statements. A Single Audit report of Federal and State Grants will be issued annually for compliance with regulations.
- **Revenue Recovery:** The audit examines revenues over \$500,000 from external parties which remit revenues to the City. Underlying revenue trends over a three to five year period will be examined for potential impact on increases or decreases to budgeted revenues. The audit will be performed to ensure the City has received revenues due to City.
- **Management Requests:** At the request of the City Commission, City Administration or City Departments, audits examine compliance with contracts, Federal, State or City regulations, internal control processes. Internal Audit recommendations will be made to enhance future operations.
- **Information Technology and Management Information Systems:** The audit examines various computerized systems, data retention and back-up, data security and access to City computerized applications and cloud based computerized system. Internal Audit recommendations will be made to enhance management information systems to promote confidence and reliability of data for City operations.
- **Standard Operating Procedures (SOP):** The audit examines the standard operating procedures of City Departments with emphasis on the internal control systems and risk assessments for daily City operations. Internal Audit recommendations will be made to City Departments to enhance internal control systems to minimize risks.



## POSITION DUTIES

- Plans, organizes, evaluates and directs division policies, programs, auditing operations and audit reports
- Recommends, coordinates, and monitors implementation of internal audit recommendations to external entities and City departments.
- Serves as independent, objective internal auditor or consultant to City Commission and management.
- Advises the City Commission or City Manager, as appropriate, of external entities or City Departments to be audited, reviewed, or provide technical consulting services
- Provides the City Commission with an internal activity report of internal audit projects on an annual basis or interim periods as requested.
- Conducts internal audits, reviews and consulting services requested by the City Commission, City Management or annually scheduled audits per internal audit program
- Provides Internal Audit Reports to external auditees and City Departments
- Conducts a review and appraisal of external entities or City departments to determine compliance with applicable federal, state, local ordinances, regulations and laws, and departmental written procedures or informal processes
- Provides for a review of the internal controls of administrative and accounting mechanisms to ensure a sound administration and to deter the occurrence of fraudulent acts
- Develops, implements, schedules, assigns and updates the annual audit program.
- Prepares and develops goals and objectives and performance indicators for the division.
- Provides for an analysis and assessment of the relevance and efficiency of the activity

structures of the organization, its plans and objectives, and its use of human and material resources.

- Discusses internal audits, internal audit findings and internal audit recommendations with City Officials, as deemed appropriate or requested, and with external entity officials and with department officials to determine status and target dates for implementation of internal audit recommendations.
- Conducts training in internal audit policies, methods and procedures.
- Coordinates with the Finance Director the preparation of the organization's reply to the independent public accountant's management letter.
- Prepares the division's budget and supervises Internal Audit Division staff
- Performs related work as required

## KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the laws, governmental accounting standards, and policies governing municipal finance and accounting practices and procedures.
- Considerable knowledge of auditing theory and practice and internal auditing theory and practice.
- Considerable knowledge of the organization, functions and financial problems of municipal government in general
- Considerable knowledge of information management systems including security and control systems, modern management techniques.
- Knowledge of differences between internal auditing, internal audit reports, forensic auditing techniques and reports.
- Exposure to guidelines for forensic auditing or exposure by attendance at forensic auditing seminars.

- Knowledge of governmental capital improvement project funding and adopted governmental long-range capital improvement programs.
- Knowledge of cybersecurity audits.
- Ability to audit adopted governmental long-range capital improvement program and related contracts for City's capital improvement projects.
- Ability to research industry accounting and auditing standards, professional pronouncements/guides, accounting problems and appropriately apply to internal audit projects.
- Ability to prepare accurate analyses, reports and recommendations on a variety of subjects.
- Ability to communicate effectively both orally and in writing.
- Ability to exercise good judgment and perform a range of supervisory responsibilities.
- Ability to establish rapport with all external auditees, City departments, contracted auditors and governmental agencies. Skill in the development and implementation of accounting and auditing procedures and systems.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.
- Ability to see, read, talk, hear, handle or feel objects and controls.
- Ability to effectively use and operate various items of office related equipment.
- No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Daily lifting of up to 20 lbs.



## MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in Accounting, Finance, Business Administration, or closely related field. Master's degree preferred. Considerable experience in municipal government and auditing involving a wide range of functions, programs, federal, state and county grants, governmental revenues and capital improvement projects.

Certification as either a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) required. At least three years internal auditing experience in managing an internal audit division, considerable experience as a senior internal auditor in a medium to large-scale local government (municipality or county), or at least five years of managerial external auditing experience auditing local government. Extensive experience in computerized internal auditing. Additional certifications as either Certified Information Systems Auditor or Certified Fraud Examiner highly desirable. Experience in forensic auditing preferred. Lean Six Sigma Green Belt is preferred. Selected candidate will be required to obtain Lean Six Green Belt certification within 1 year of hire, if not already obtained.

Possession of a valid, appropriate driver's license and an acceptable driving record. A comparable amount of training and experience may be substituted for the minimum qualifications. Ability to see, read, talk, hear, handle or feel objects and controls. Ability to use and operate various items of office related equipment. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Daily lifting of up to 20 lbs.

## SALARY

**\$97,687 - \$137,456** DOQ. Relocation expenses may be considered as part of a job offer.

## HOW TO APPLY

Candidates must submit an employment application through the City's website at <https://www.governmentjobs.com/careers/copbfl>. For application instructions, click [http://pompanobeachfl.gov/index.php/pages/human\\_resources/hr](http://pompanobeachfl.gov/index.php/pages/human_resources/hr). Please contact the Human Resources Department at **954.786.4626** with any questions. Please refrain from contacting the City Commissioners regarding this position. The position is open until filled. Candidates

are encouraged to apply quickly as the position may close once the City has received a strong candidate pool. The City of Pompano Beach is an Equal Opportunity Employer.

Please note that employment applications submitted are considered public record and are subject to disclosure pursuant to Florida public records laws. Current employment references will not be contacted until permission is received from the applicant.



## BENEFITS

**Pension Plan:** The defined benefit plan for appointed officials is based on the average of the last five base salary years times 2% times years of service. Participation in the plan is required. The City pays for the employee deduction of 7% of base salary and it has a five year vesting pe-

riod (or three year vesting if employee is age 62 or older). In addition, the City pays an annual sum to the plan to insure actuarial soundness.

**Deferred Retirement Option Program (DROP):** a program which allows you to retire and begin accumulating your retirement benefits without terminating employment. While participating in DROP for a maximum of five years, your monthly retirement benefits remain in a trust fund, earning tax-deferred interest while you continue to work.

**457 Retirement Account:** optional supplemental tax deferred retirement account offered by IC-MA-RC. Roth IRAs available.

**Health Insurance:** you can choose between Florida Blue's PPO or HMO plans. The City pays 100% of single coverage and 50% of family coverage. Insurance includes dental, prescription medication, and a discounted vision plan.

**Voluntary Employees' Beneficiary Association (VEBA):** a trust fund that allows employees to make tax free contributions when they enter the DROP program or retire. VEBA funds can be used to pay for medical claims, health insurance premiums, or medical co-pays in retirement. The City is currently contributing 2.25% of payroll annually.

**Vacation:** accrue 10 days for one to five years of service; 15 days after five years; and 20 days after 14 years. Employees may carryover unused vacation leave from one year to the next for up to a two year maximum.

**Sick Leave:** accrue eight hours every month worked. Employees meeting certain criteria may convert up to 48 hours of unused sick leave into additional vacation leave.

**Holidays:** 12 paid holidays per year plus two paid personal days.

**Merit Performance Increases:** earn up to 3% of base salary for outstanding work performance.

**Cost of Living Adjustments (COLAs):** are based on Union negotiations and are dependent on funds available. The last three years' COLAs were 2%, 2.5%, and 3% respectively.

**Bereavement Leave:** leave with pay not to exceed three working days. Three additional days may be granted for associated out of town travel.

**Jury Duty:** leave with pay.

**Military Benefits:** active military members ordered to serve shall receive their full salary for the first 30 days and thereafter receive pay in the amount necessary to bring their total salary, inclusive of military pay, to the level earned at the time they are called to serve.

**Tuition Reimbursement:** for courses related to employee's job up to the level of a Master's degree.

**Employee Assistance Program (EAP):** provides confidential counseling to help with personal issues that may affect job performance.

**Other benefits include:** City wide sick leave bank, flexible spending account, 125 plan, credit union, direct deposit, AFLAC, vendor discount program, gift cards for participating in a health risk assessment, vendor discount program, several on-site health and financial workshops throughout the year, service awards.