

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 201

AUDIT ASSISTANT

GENERAL

Responsible for the performance of confidential, administrative, technical and complex audit support, varied clerical and secretarial duties. Supervision and direction is received from the supervisor who confers with the employee on unusual or complex administrative and audit projects.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Acts as audit assistant to the head of a division.
- Extracts information and/or interprets Florida State Statutes/administrative policies, City administrative policy, procedures, contracts, City Commission minutes, City correspondences, union agreements as explained and directed.
- Performs public relations function with the public, department heads, appointed officials, and personnel.
- Maintains staff calendar and coordinates meetings, conferences and appointments for auditors/auditees.
- Coordinates initial and interim follow-up requests for records for audit projects and responses to draft audit reports with City department heads, division heads, auditees, external auditors and other governmental agencies.
- Extracts preliminary information and data from a variety of sources for compilations, reviews, and audits with varying degrees of complexity by using all computerized applications of the City, computerized files, data, and reports from outside auditees, and computerized federal, State and local government laws and regulations.
- Responsible for audit assistance on routine audits of payroll records via use of query extraction reports and preparation of draft audit report and extraction of data for other routine draft audit reports done on annual basis.
- Provides other audit assistance for all audit projects under direction of auditors and completes supporting schedules, narratives, charts, etc.
- Proof-reads and cross-references highly technical and detailed audit reports and Internal Audit activity reports to supporting schedules and work-papers prior to supervisor's review, draft and final report release to department heads, City Manager and City Commission
- Performs research as needed to verify existence of change of title, recorded liens and lien satisfactions, judgments, orders recorded on-line in tri-County area, and on-line Florida corporate, partnership, sole proprietorships and licenses information.
- Assists in surprise cash counts of City departments
- Coordinates City Department Directors' responses to Management Letter and Single Audit comments from external auditors for review by City Manager and Internal Auditor

for inclusion of City corrective actions in annual reports distributed to City Commission and other regulatory bodies.

- Coordinates the follow-up on audit projects at weekly division meetings by taking accurate minutes of staff assignments.
- Prepares City Commission agenda items for division.
- Prepares staff hours for audit projects, staff training, and attendance to facilitate supervisor's annual performance reviews.
- Maintains internal audit project time reporting system.
- Prepares annual "prepared by client" requests for information for annual audit of external auditors including annual audit plan.
- Prepares in-house professional educational schedules for regulatory reporting for auditor staff for certifications, licenses, and compliance with governmental auditing standards.
- Responds to telephones and personal inquires from other departments and from the public regarding public records requests; refers questions to appropriate departments.
- Responsible for maintaining permanent audit files and audit project work files and timely disposition of audit project work files.
- Prepares yearly budget forms in budgetary system and excel system.
- Prepares time and attendance records; prepares travel records; processes purchase orders
- Prepares index for audit work-papers for permanent and standing audit project files.
- Performs related work as related.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of accounting principles, practice and procedures and their application to bookkeeping systems.
- Thorough knowledge of standard office practices, secretarial practices and procedures. Knowledge of the laws, rules and regulations of financial records.
- Knowledge of data processing systems and procedures.
- Ability to accurately keep records and extract and prepare supporting information/schedules for audit reports and analyses.
- Ability to interpret and apply policies and procedures.
- Ability to make difficult arithmetic calculations and to set up complex forms, audit tables, link spreadsheets in project files and reports.
- Ability to understand and follow written and verbal instructions.
- High competence in the use, spelling and punctuation of the English language for correspondence and reports with ability to proof-read and cross reference financial information in audit reports and supporting schedules.
- Highly skilled in setting up and maintaining orderly files.
- Ability to perform research and extract key data for audit projects.
- High verbal and written communication skills and personal skill to deal with department heads, auditees, appointed officials and public in pleasant and diplomatic manner and also maintain harmonious working relationships with other City employees.
- Ability to operate standard office and navigate accounting and record keeping computerized accounting and financial systems.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials, regulatory agencies and personnel and members of diverse

cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation.

- 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.
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MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma, supplemented by courses in bookkeeping or accounting and business practices. Considerable experience in performing clerical and assistant duties in an accounting or auditing business.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skill in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copies and fax machine. No significant, standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing and pulling.

Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

None

Rev. 11/07

Work Location: Internal Audit's Office

Bargaining Unit: Non-Bargaining

FLSA: Non-Exempt

Classification Plan: 50/20

GERS: Regular Class