

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 202

DEPUTY INTERNAL AUDITOR

GENERAL

Professional auditing work examining and analyzing computerized financial and non-financial operations of the city departments and outside entities doing business with the City.

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.)

- Serves in absence of the Internal Auditor and assumes daily responsibilities.
- Responsible for significant portion of information technology, financial, compliance, performance and operational audits of City departments and activities and outside business with the City.
- Coordinates supervision of Audit Assistant with Internal Auditor and provides technical assistance to Audit Assistant.
- Develops audit programs for new and existing operations and computerized applications of City or outside entities doing business with the City to perform financial, operations and compliance audits to promote City stewardship and effective and efficient operations.
- Reviews City ordinances, resolutions, policies, procedures, contracts, processes and procedures and processes of City Departments and outside entities with City business.
- Meets with departmental officials and officials of outside entities doing business with the City in discussion and evaluation of management needs, objectives and goals.
- Examines and evaluates manual or automated internal accounting controls and procedures, financial reports, data files and reports produced to determine their adequacy, to verify controls, completeness and accuracy and City reliance on data, information, reports, and system for City operations and outside entities doing business with the City.
- Prepares audit reports of analysis that support audit findings and recommendations to improve controls, reports, applications, City stewardship, effectiveness and efficiencies over City operations and outside entities doing business with the City.
- Discusses reports and recommendations with Internal Auditor, departmental officials and officials of outside entities doing business with the City during the course of audits and conducts exit audit conferences to discuss audit findings and recommendations of audits.
- Conducts follow-up reviews to determine implementation status of audit recommendations.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of accepted accounting and auditing principles, procedures and practices for public administration, finance, fund accounting, and internal control systems.

- Knowledge of manual and computerized systems and ability to employ audit report extract software and MS software to access and analyze data and systems.
- Knowledge of federal, state and local laws, ordinances and regulations relating to financial operations, records and auditing.
- Ability to prioritize and handle multiple tasks and projects simultaneously.
- Ability to examine, analyze and draw conclusions from accounting data, both written and electronically stored.
- Ability to operate a computer to access all necessary systems and data, employing appropriate computer languages.
- Ability to prepare and present precise audit reports and recommendations orally and in writing.
- 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.
- 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

MINIMUM QUALIFICATIONS

Graduated from an accredited college or university with a Bachelor's degree in Accounting with preference for courses in accounting, governmental fund accounting and computerized auditing. Considerable experience in auditing, accounting experience in computerized applications for a medium to large-scale organization. CIA, CPA, CISA and CGFO preferred.

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

PHYSICAL REQUIREMENTS

Must have the use of sensory skills 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, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling,, pushing, and pulling. Daily lifting of up to 20 lbs.

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

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

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Bargaining Unit: Non Bargaining

FLSA: Exempt

Classification: 31/50

GERS: Regular Class