Auditor or Senior Auditor

Salary Range: $52,031 – $95,525

Detailed Description: This is responsible, professional accounting related work performing complex internal audits of various agencies and departments, including external government organizations and commercial firms in contractual relationships with the City. Work involves the application of advanced auditing and accounting skills in performing risk assessments, developing and executing audit programs, performing investigations, making recommendations, and effectively communicating audit findings and recommendations to City management. Work includes operational, performance, financial, revenue and compliance audits, performed in accordance with the annual audit plan and the preparation of various working papers, schedules and audit reports, some of which may be of a confidential nature. Work must be successfully performed with minimal supervision.

For Employee Benefits information, link to:
http://www.stpete.org/city_departments/human_resources/docs/EMPLOYEE_Benefits___05_2015.pdf

Essential Qualifications: Qualified applicants must have graduated from an accredited four-year college or university with major course work in finance or accounting – or – must possess an equivalent combination of education and experience which provides the required knowledge, skills and abilities; must be able to maintain confidentiality of information; and must possess and maintain a valid State of Florida Driver's License.

Desirable Qualifications: Highly desirable applicants will have experience auditing IT systems such as Oracle E-Business HTE, or other similar data processing system. Preferred applicants have at least five years of progressive experience with an emphasis on internal auditing in the government sector; possess one of the following certifications: CPA (Certified Public Accountant), CIA (Certified Internal Auditor), CFE (Certified Fraud Examiner) or CISA (Certified Information System Auditor); have considerable knowledge and understanding of the Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS) or Institute of Internal Auditors (IIA) International Standards for the Professional Practice of Internal Auditing; have considerable knowledge of electronic data processing, and experience using spreadsheets (MS Excel), word processing (MS Word), data mining tools (ACL), e-mail and internet to conduct research and prepare correspondence, reports and records; have thorough knowledge of standard auditing and internal control principles, processes and practices; are skilled in project and time management; have strong analytical, written/verbal communications, and relationship building skills; and are able to effectively research, plan, perform, document and finalize an audit, and determine compliance with Federal, State and local statutes, ordinances, grant provisions, contracts, policies and procedures.

Important Application Instructions: For purposes of employment, re-employment, promotion, transfer or demotion, the most qualified applicants will be selected to continue in the hiring process. At this point, any prior criminal records will be verified. A prior criminal record will not necessarily disqualify a selected applicant from employment.

The City of St. Petersburg is committed to a Drug Free Workplace and compliance with the Department of Transportation (DOT) drug testing rules. Applicants may be required to successfully complete pre-employment drug testing and/or medical exams.

How to Apply: Online at www.stpete.org/jobs - Select Current Vacancies Online. City employees must use the Current City Employee link or use a City computer to access iRecruitment Employee Candidate.

Apply on or before August 29, 2016

The City of St. Petersburg is committed to affirmative action and equal opportunity employment, and encourages individuals with disabilities and veterans to apply for posted positions. In accordance with Chapter 295 of the Florida Statutes, qualified servicemembers/veterans and the spouses/family members of certain servicemembers/veterans receive preference/priority in employment. Eligible applicants are responsible to apply for Veterans' Preference at the time of submission of any job application.