

## **DEPUTY CITY INTERNAL AUDITOR**

**Job #13-169-101307**

Under the direction of the City Internal Auditor, this position:

- Assists in the administrative functions of the Internal Auditor's Office.
- Performs all phases of an audit from planning through report writing and issuance.
- Supervises audits of records, reports, operations, and activities related to the various functions and duties of the City government, departments and programs.
- The incumbent of this position prepares recommendations on policies and procedures to improve internal controls.
- Performs assigned audit projects in compliance with Generally Accepted Government Auditing Standards (GAGAS), while maintaining an independent and objective attitude in performing the work.
- Trains and mentors new auditor and intern staff.
- Prepares recommendations and assists with Annual Audit Plan and Annual Report of Audit Activities.
- Coordinates and compiles agenda and information for Audit Committee packet.
- Responds to and researches inquires for information.
- This position may represent the Audit Office, if so requested by the City Auditor.

### **The Ideal Candidate**

In evaluating applicants for this position the City Internal Auditor will be looking for candidates who have the following characteristics and competencies:

- Thorough knowledge of all federal, state, and local laws, ordinances, rules, regulations, and guidelines pertaining to governmental auditing and accounting practices and procedures.
- Thorough knowledge of accounting and auditing methods, practices and procedures.
- Assists with annual risk assessments to reflect updated analysis and input from department heads and city leadership.
- Thorough knowledge of information technology auditing principles, security risks, COBIT, ISO standards and methods for managing IT risks.
- Thorough knowledge of research and analytical methods with ability to utilize database software and analytical techniques.
- Thorough knowledge of mediation and consensus development methods, practices and procedures.
- Thorough knowledge of customer service and public relations practices and procedures.
- Skill in utilizing written and verbal communication in the development of reports and presentations.
- Skill in analyzing technical data and information for financial and performance auditing.
- Should have experience using ACL, IDEA or other Analytical software.
- Must be familiar with TEAMMATE, AutoAudit and/or Audit Management Software.
- Skill in maintaining an independent and objective orientation in performing all work.
- Must be able to prioritize and handle multiple tasks and projects simultaneously.
- Ability to establish and maintain effective working relationships with those contacted in the course of the work.

### **Education and Experience**

- The position requires a Bachelor's degree from an accredited college or university with a major in accounting, finance, or related field with five (5) years of progressively responsible auditing experience, or any equivalent combination of training and experience required.
- Must be a Certified Internal Auditor or Certified Public Accountant licensed in the State of Florida, or ability to obtain within twelve (12) months from date of employment and must currently possess and maintain active licensure and certification.
- Must also maintain active membership in the American Institute of Certified Public Accountants or the Institute of Internal Auditors.
- A State of Florida valid driver's license is required.
- A valid driver's license from any state that is equivalent to a State of Florida Class E license may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from date of employment.

## **Compensation & Benefits**

Depending on qualifications, the salary range for this position is: \$68,500—\$102,900.

The City of West Palm Beach's current City's benefit package includes:

- City-paid Health, Dental, Life and
- Vision Insurance
- Retirement Plans
- Paid Vacation
- Paid Sick Leave
- Eleven (11) paid Holidays
- and more...

**To Apply for this position**, please go to URL at: <http://tinyurl.com/b392qu2>