

CITY OF OCALA

REVISED: 5/2016
PAYGRADE: 49

EXEMPT
UNION: N/A

ASSISTANT INTERNAL AUDITOR

GENERAL STATEMENT OF JOB

The Office of the Internal City Auditor is established by the City of Ocala Code of Ordinances, Chapter 2, Article IV, Division 5, to conduct systematic accounting analysis and continuing audits of the various departments, accounts and accounting systems within the city government, advance strategic efforts and programs geared at prevention and loss control. The Office works cooperatively to assist management in monitoring the design and proper functioning of internal control policies and procedures.

The position of Assistant Internal Auditor is a highly responsible professional auditing position reporting to the Internal City Auditor and is responsible for conducting audits, assessing risk, developing audit programs and writing audit reports in a results oriented environment with emphasis on identifying cost savings and improving the efficiency and effectiveness of City operations.

ESSENTIAL JOB FUNCTIONS

Independently performs audits, reviews and other analyses as directed by the Internal City Auditor to include:

- Reviewing the application of administrative policies and directives.
- Evaluating the effectiveness of administrative policies and internal control systems.
- Assessing the efficiency of operations and activities.
- Confirming the existence of assets with a view toward preventing or discovering fraud.
- Examining the authenticity, completeness and accuracy of accounting and financial data.
- Verifying compliance with Federal laws, Florida State statutes and City ordinances.
- Handling nonrecurring issues that require an investigative approach.

NONESSENTIAL JOB FUNCTIONS

Performs other work as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in a business related field preferably with a concentration in accounting.
- One to three years of professional level experience performing operational, compliance and financial audits.
- Government experience desirable.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of governmental auditing and accounting principles and techniques.
- Knowledge of general laws, ordinances, regulations and administrative policies governing municipal finance and budgetary practices and operating procedures.
- Knowledge to sufficiently evaluate the risk of fraud.
- Knowledge of work paper format to document the audit process that meets established Institute of Internal Auditors and Government Auditing Standards.
- Knowledge of standard office practices and standard office equipment.
- Strong written and oral communication skills.
- Strong information technology skills with a proficiency in Microsoft Word and Excel.
- Ability to develop an audit program and audit plan to meet the objectives of the audit.
- Ability to evaluate internal controls over business operations.
- Ability to evaluate compliance with laws, ordinances, contracts, policies and procedures.
- Ability to apply professional skepticism and due professional care.
- Ability to prepare and write informative audit reports that effectively communicate audit objectives, results, and recommendations.
- Ability to communicate and to collaborate with management and employees to improve effectiveness and efficiencies of the City's business processes.

LICENSES/CERTIFICATES

Applicants with professional designations as CPA, CIA, CGAP, or CISA are preferred but not required upon hire. Once hired, obtainment of a professional designation is expected. If a CPA, the license must be active under the Florida Department of Business and Professional Regulation Division of Certified Public Accounting.

Must possess and maintain a valid Florida operator's driver's license with an acceptable driving record.

RESIDENCY REQUIREMENT: Not applicable.

ASSIGNED CITY VEHICLE: ___ YES _X_ NO

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs, or technological developments).