PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for assisting in the development and execution of comprehensive audits on internal financial and other management operations within all City departments; and performs other related duties as assigned.

ESSENTIAL TASKS:
- Assists in the collection, compilation, analysis and interpretation of data relating to the audit of City operations and financial management systems to ensure program efficiency and effectiveness
- Reviews financial and operational records and controls to ensure proper recording of information and compliance with laws
- Coordinates with Information Technology (IT) auditors to identify, gather and analyze data within the scope of the assigned project
- Attends audit interviews to obtain relevant information for the assigned project
- Coordinates with audit team members to determine risk and controls relevant in the audit and potential testing methods
- Conducts research to gain an understanding of the area to be audited
- Must maintain standards of conduct according to the Institute of Internal Auditors Code of Ethics

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

QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

(a) Completion of one hundred twenty (120) hours from an accredited college or university with a bachelor’s degree in business administration, accounting, or a related field.

Knowledge, Abilities and Skills:

Knowledge of:
- Accounting principles and methods of internal auditing
- Good knowledge of principles, practices and current trends of management analysis

Ability to:
- Maintain confidentiality
- Write clearly and concisely
- To understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key calculator and telephone; lifting, carrying, pushing and pulling up to 20 pounds; may be subject to sitting for extended periods of time, walking, standing, bending, and reaching; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class “D” Driver license.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and requires some travel to various City locations to conduct audits.

EEO Code: N-01
Group: Fiscal
Series: Financial Management