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

ESSENTIAL TASKS:
- Directs and 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
- Prepares background for audits and prepares audit plans and makes necessary modifications to plans when needed
- Manages direction of audit to ensure completion in a timely manner
- Reviews financial and operational records and controls to ensure proper recording of financial information and compliance with laws
- Makes verbal and written presentations to management during and after examination, discussing deficiencies and recommending corrective actions
- Acts as a lead and directs, counsels, instructs and reviews the work of staff assistants assigned to audits
- Prepares formal written reports concerning the adequacy of effectiveness of the system and efficiency of activities
- Conducts special studies as required to help detect fraud, wastes, and abuse
- Develops controls for prevention of financial and operational mismanagement
- Prepares reports on audit objectives, analysis methodology, conclusions and recommended changes
- Must maintain standards of conduct according to the Institute of Internal Auditors Code of Ethics
- Reports to work on a regular and timely basis

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 120 hours from an accredited college or university with a bachelor's degree in business administration, accounting, or a related field; and,
(b) Six (6) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:
- Comprehensive knowledge of accounting principles and methods of internal auditing
- Comprehensive knowledge of principles, practices and currents trends of management analysis
- Considerable knowledge of lead and supervisory methods as concerns audit projects and time management
- Knowledge in one or more of the following areas: quantitative methods, electronic data processing, accounting, financial and budgetary management

Ability to:
- Conduct internal audits
- Maintain confidentiality
- 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:
   a) Possession of a valid Oklahoma Class “D” Driver license
   b) Possession of one of the following or other equivalent professional certification must be obtained within two years of date of hire, as approved by management:
      • Certified Public Accountant; or,
      • Certified Internal Auditor, or
      • Certified Information Systems Auditor

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

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