

CLASS TITLE: STAFF AUDITOR II

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 assigned duties.

ESSENTIAL TASKS:

- Assists in the collection, compilation, analysis and interpretation of data relating to the audit of City operations and financial management systems to insure program efficiency and effectiveness
- Reviews financial and operational records and controls to insure proper recording of information and compliance with laws
- Assists departments in developing improved management techniques
- Assists in the conducting of special studies as required to help detect fraud, waste, and abuse
- Assists in the development of controls for prevention of financial and operational mismanagement
- Assists in the preparation of reports on analysis, methodology, conclusions and recommended changes
- Must maintain standards of conduct according to the Institute of Internal Auditors Code of Ethics
- Must report 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: Graduation from an accredited college or university with an associate's degree in business administration, accounting, or a related field, plus required coursework; and a minimum of two (2) years experience related to internal auditing; experience may not be substituted for education. Refer to the Staff Auditor Progression Criterion Document for additional requirements.

Knowledge, Abilities and Skills: Comprehensive knowledge of accounting principles and methods of internal auditing; good knowledge of principles, practices and current trends of management analysis; and working knowledge in one or more of the following areas: quantitative methods, electronic data processing, accounting, financial and budgetary management. Ability to conduct internal audits; ability and willingness to maintain confidentiality; ability to write clearly and concisely; and the ability to understand and influence the behavior of others within the organization, customers, or the public 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 50 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" Operator's License. To pursue certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), or Certified Information Systems Auditor (CISA) is preferred while working in this classification.

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

Class Code: 2597

EEO Code: N-01

Pay Code: AT-32

Group: Fiscal

Series: Financial Management

Effective date: August 5, 2015