

8315

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

07/26/04

Created

TITLE: INTERNAL AUDIT MANAGER

DEFINITION

Under general supervision, to coordinate, plan and perform financial and performance audits of various City operations and functions; to plan, budget and schedule audit assignments to ensure that audit objectives are met in accordance with generally accepted auditing standards; and to do related work as required.

REPORTS TO: City Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Manager. Exercises general supervision over professional, para-professional, technical and administrative support staff, as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Plan, coordinate and schedule the audit work to be performed.
- Prepare preliminary and final audit programs for each audit to be performed.
- Collect evidentiary data through interviews, observations and questionnaires.
- Review and evaluate staffing levels and organizational structures and develop methods of allocation in the performance of duties.
- Review and examine management's policies and practices; study and evaluate individual operations to determine economical/efficient utilization of resources.
- Review departmental operations to determine if management goals and objectives are achieved and desired results are accomplished.
- Prepare charts, flow programs and geographic presentations for oral written reports.
- Perform final review of audit work papers and prepare draft of audit reports to be submitted to the City Director for review and approval.
- Coordinate and perform specified audit work for external auditors during annual audit.
- Assist in the implementation of audit recommendations and systems design of various City functions and operations as directed by the City Manager.
- Recognize and identify potential problems.

QUALIFICATIONS**Knowledge of:**

- Federal, State and local laws governing audit procedures.

- Generally accepted auditing and accounting standards, methods and practices.
- Skills in oral and written communications.

Ability to:

- Recognize and identify potential problems.
- Solve problems by selecting a solution among several alternative.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelors Degree from an accredited college or university in accounting or a closely related field. Certification as an Internal Auditor or Public Accountant is highly desirable.

Experience: Four years experience in auditing in a public or private industry, plus a minimum of two years of supervisory experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Internal Audit Manager

TO: