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**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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07/29/04

Created

**TITLE: INTERNAL AUDITOR**

**DEFINITION**

Under general supervision, to assist with the performance audits of various City operations and functions; to coordinate the planning, budgeting and scheduling of 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:** Internal Audit Manager

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Internal Audit Director.

**EXAMPLES OF DUTIES**

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

- Assist with the planning, coordinating and scheduling of the audit work to be performed.
- Assist with preparing the preliminary and final audit programs for each audit to be performed.
- Coordinate the collection of evidentiary data through interviews, observations and questionnaires.
- Assist with preparing charts, flow programs and geographic presentations for oral written reports.
- Assist with performing the 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 Director.

**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: Two years experience in auditing in a public or private industry.

**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 Auditor

**TO:** Senior Internal Auditor