POSITION DESCRIPTION

Class. Title: Internal Auditor | **Effective Date: October 7, 2021**

Department: Finance | **Pay Grade: 18**

FLSA: Exempt

General Purpose:
The candidate for this position must have advance knowledge of contemporary governmental auditing and accounting theories, principals, practices and procedures. Working knowledge of laws, ordinances, and regulations relating to the financial operations of the City of Slidell departments and agencies. Basic knowledge of electronic data processing procedures. Effective communication skills, both oral and written, on a routine basis with employees and the general public alike. The ability to establish and maintain effective working relationships with public officials and employees.

The auditor is responsible for the timely execution of risk-based internal audits in accordance with the annual audit plan, as well as assisting with audit matters and projects.

Supervision Received:
Works under the general supervision of the Assistant Director of Finance or the Director of Finance.

Essential Duties and Responsibilities:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Conduct risk assessment of assigned department or functional area in established/required timeline.
2. Establish risk-based audit programs.
3. Determine scope of review in conjunction with the CAO and Finance Director.
4. Conduct audit testing of specified area and identify reportable issues and dimension of risk.
5. Verbally communicate findings to senior management and draft comprehensive and complete report of audit area.
6. Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation as well as provide suggestions for improvement.
7. Review the suitability of internal control design.
8. Verifies assets and liabilities by comparing items to documentation.
9. Completes audit work papers by documenting audit tests and findings.
10. Appraises adequacy of internal control systems by completing audit questionnaires.
11. Maintains internal control systems by updating audit programs and questionnaires; recommending new policies and procedures.

12. Communicates audit findings by preparing a final report; discussing findings with auditees.
13. Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
14. Prepares special audit and control reports by collecting, analyzing, and summarizing operating information and trends.
15. Verbally communicate findings to senior management and draft comprehensive and complete report of audit area.
16. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
17. Contributes to team effort by accomplishing related results as needed.
18. Key liaison with external auditors for all audit work papers, financial statements, uniform guidance testing, and any other audits or AUP.
19. During the external audit, coordinates and assists the finance department in regards to providing correct and reliable information to the auditors as requested. Also, responsible for making sure the turnaround for all audit requests is timely.
20. Performs any other duties required by the Chief Administration Officer.
21. Thorough knowledge of governmental accounting principles and governmental auditing standards and procedures and ability to apply such knowledge to accounting transactions.

Non-Essential Functions:

1. While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.
2. Performs data entry tasks.
3. May be required to perform other duties as related to this position, based upon the needs of the department

Additional Duties and Responsibilities:

Performs other related duties as required.

Minimum Qualifications:

1. Bachelor’s Degree in Accounting or a related field and five (5) or more years performing governmental audits.
2. Certified Public Accountant or Certified Internal Auditor preferred.

Necessary Knowledge, Skills and Abilities:

1. Knowledge in at least one (1) of the following areas: budgeting, fixed asset accounting, payroll, grants accounting, utilities accounting, or general ledger.
2. Working knowledge of computers and electronic data processing, including spreadsheets; working

knowledge of modern office practices and procedures;
3. Skill in operating listed tools and equipment.
4. Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions; ability to work with angry or difficult customers.

Tools And Equipment Used:

Personal computer, central billing system terminal, central financial computer, 10-key calculator, phone, base radio, fax and copy machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to moderate.

Selection Guidelines:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Marianne White Approval: ____________

Civil Service Director Department Director