

## **CITY OF FONTANA ASSISTANT INTERNAL AUDITOR**

**DEFINITION:** Under administrative direction, coordinates, and performs financial and performance audits of various city operations and functions. Plans and schedules audit assignments to ensure that audit objectives are met in accordance with generally accepted auditing standards.

**ESSENTIAL FUNCTIONS:** The incumbent must have the ability to:

- Plans, coordinates and schedules audit work to be performed.
- Collects evidentiary data through interviews, observations, questionnaires, etc.
- Analyzes and evaluates data by various analytical techniques.
- Assist in review and examine of management's policies and practices, and studies and the evaluation of individual operations to determine economical/efficient utilization of resources.
- Assist in reviews of departmental operations to determine if management goals and objectives are achieved and desired results are accomplished.
- Prepare charts, flow programs, and graphic presentations for oral and written reports.
- Perform review of audit work papers and prepares draft of audit report to be submitted to the Senior Internal Auditor for review and approval.
- Assist Senior Internal Auditor in the performance of fraud investigations and other special management studies, as directed.
- Coordinate, plan and perform audits of grant agencies.
- Assist in implementation of audit recommendations and systems design of various City functions and operations as directed by the Senior Internal Auditor.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform any other tasks deemed necessary to carry out the daily operations of the employer.

**THE ABOVE OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in the handling, logging, and typing of audit reports and findings and preparation of statistical reports and data, using a computer keyboard and mouse. Additionally, the position requires near and far vision in reading correspondence, preparing correspondence and statistical data, using a computer, and acute hearing is required when providing telephone service and communicating in person.

**EXPERIENCE AND TRAINING GUIDELINES:** A combination of education, training, and experience which demonstrates possession and competency in requisite knowledge and abilities in the auditing field. The incumbent must have knowledge of and abilities in:

- Federal, state and local laws governing audit procedures.
- Generally accepted audit and accounting standards, methods and practices.
- Effective oral and written communications.
- Ability to recognize or identify the existence of problems
- Ability to solve problems by selecting a solution from several possible alternative solutions or by generating or conceiving new or innovative ideas or solutions.

**Experience:** Two years general accounting or related experience with one year of experience in auditing, accounting or closely related work.

**Education:** Completion of the 12<sup>th</sup> grade or GED and A Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business or public administration or a closely related field.