

Class Code:
Approved By City Council:

Mgmt/Conf. Unit
Exempt

CITY OF FONTANA ASSOCIATE 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 employee must have the ability to:

- Plan, coordinate and schedule audit work to be performed.
- Collect evidentiary data through interviews, observations, questionnaires, etc.
- Analyze and evaluate data by various analytical techniques.
- Performs time and motion studies, reviews and evaluates staffing levels and organizational structures, (identifies areas of waste) develops methods of cost allocation, etc. in performance of duties.
- Review and examine management's policies and practices, and studies and evaluates 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 graphic presentations for oral and written reports.
- Perform review of audit work papers and prepares draft of audit report to be submitted to the Director of Internal Audit for review and approval.
- Coordinate and perform audit work performed for external auditors during annual audit.
- Assist Director of Internal Audit in the performance of fraud investigations and other special management studies, as directed.
- Coordinate, plan and perform audits of grant agencies.
- Assists in implementation of audit recommendations and systems design of various City functions and operations as directed by the Director of Internal Audit.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST 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, and stooping in the performance of daily

activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Federal, state and local laws governing audit procedures.
- Generally accepted audit and accounting standards, methods and practices.
- Skill in 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: Considerable auditing experience in public or private industry, preferably in a supervisory or lead capacity.

Education: A Bachelor's degree from an accredited college or university with major coursework in accounting or a related field.

License or Certificate: Certified Public Accountant or Certified Internal Auditor preferred.