THE CITY OF FONTANA
SENIOR INTERNAL AUDITOR

DEFINITION: Under general direction, coordinates, plans and performs financial and performance audits of various City operations and functions. Plans, budgets 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:

- Plans, coordinates and schedules audit work to be performed.
- Prepares preliminary and final audit programs for each audit to be performed by the Internal Audit staff.
- Collects evidentiary data through interviews, observations, questionnaires, etc.
- Analyzes and evaluates data through interviews, observations, questionnaires, etc.
- 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.
- Reviews and examines management's policies and practices, and studies and evaluates individual operations to determine economical/efficient utilization of resources.
- Reviews departmental operations to determine if management goals and objectives are achieved and desired results are accomplished.
- Prepares charts, flow programs, and graphic presentations for oral and written reports.
- Performs final review of audit work papers and prepares draft of audit report to be submitted to the Director of Internal Audit for review and approval.
- Coordinates and performs audit work performed for external auditors during annual audit.
- Assists Director of Internal Audit in the performance of fraud investigations and other special management studies, as directed.
- Coordinates, plans and performs 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.
- Directs and oversees the Internal Audit operation in the absence of the Director of Internal Audit.

- Performs any 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, squatting 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 key board. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone services.

EXPERIENCE AND TRAINING GUIDELINES

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

- Knowledge of federal, state and local laws governing audit procedures.
- Knowledge of generally accepted audit and accounting standards, methods and practices.
- Skill in oral and written communications.

Ability to:

- Recognize or identify the existence of problems
- Solve problems by selecting a solution from several possible alternative solutions or by generating or conceiving new or innovative ideas or solutions.

Experience: Three years auditing experience in public or private industry. Experience in supervisory or lead capacity preferred.

Education: A Bachelor's Degree in Accounting is preferred.

Licenses/Certifications: Certified Public Account or Certified Internal Auditor preferred. Possession of, or ability to obtain, an appropriate, valid California driver's license.

Any equivalent combination of education and experience may be substituted for the requirements listed above.