

**COLUMBUS CONSOLIDATED GOVERNMENT
JOB DESCRIPTION**

Class Title: Forensic Auditor

Department: Mayor

Reports to: Internal Auditor

Title Code: G11220

Grade: 21

Date Revised: 07/2012

MAJOR DUTIES:

- Plan and conduct internal reviews and audits to ensure compliance with applicable federal, state and local laws.
- Review, monitor and make recommendations concerning accounting procedures.
- Review internal control procedures to ensure adherence to good management practices and protection of government interests.
- Review records pertaining to monetary, physical, and manpower assets to ensure accountability and efficient utilization.
- Analyze work processes, administrative procedures, workflow, layout and utilization of physical facilities, equipment and manpower to determine productivity levels, and compliance with established standard operating procedures. Recommend and develop performance standards.
- Review computer based information systems for appropriate levels of control, documentation, audit trails and security.
- Determine compliance with financial policies for preparation of legally mandated financial statements.
- Evaluate controls for fraud prevention and detection.
- Utilize “data mining” software and other tools to identify aberrant transactions for further investigation and analysis.
- Direct and participate in special investigations, projects, and programs as requested by the Mayor, Council or department management.
- Act as an advisor to departments, boards and/or commissions in their efforts toward identifying and improving controls, procedures and systems efficiencies.
- Conduct cost/benefit analysis of programs.
- Gather and assemble evidence to support criminal investigation or court cases for the prosecution of employees, agents, contractors or other individuals acting to defraud the government of its assets.
- Conduct classes and seminars for city employees, as requested and appropriate, on issues relating to the financial wellbeing of the Columbus Consolidated Government.

- Carry out continuous effort to improve operations and work processes. Works cooperatively and jointly to provide continuous improvement and customer-driven service.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of management/operational auditing, financial planning, analysis and financing mechanisms.
- Knowledge of federal, state and local laws, rules and regulations governing area of assignment.
- Knowledge of principles and practices of grants, insurance and contract administration.
- Knowledge of methods and techniques used for internal financial controls including governmental accounting standards (GAS), generally accepted accounting principles (GAAP); generally accepted auditing standards (GAAS) and methods and techniques used to conduct criminal investigations related to fraud and theft of the Consolidated Governments assets.
- Skill in communication and interpersonal techniques, establishing and maintaining effective working relationships with other Columbus Consolidated Government personnel, officials and the general public.
- Skill in supervising assigned staff; preparing and presenting executive-level reports and managing multiple audit projects simultaneously.
- Skill in instruction and an understanding of adult learning styles.
- Skill in conducting surveys and developing and carrying out action plans.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Internal Auditor and Compliance Officer will assign work and review completed work to assure compliance with auditing standards and procedures.

GUIDELINES: Guidelines in Malcolm Baldrige Quality Criteria, generally accepted auditing standards and accounting principles, various professional publications, and federal, state, and local laws, regulations, and standards. These require judgment, selection, and interpretation of application.

COMPLEXITY: The work consists of varied duties related to performing internal and forensic audits of city departments, boards, agencies and commissions amenable to the Columbus Consolidated Government.

SCOPE AND EFFECT: The purpose of this position is to perform internal audits of city departments. Successful performance helps ensure the efficient operations of city departments.

PERSONAL CONTACTS: Contacts are typically with co-workers, executive management, elected officials, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to perform audit fieldwork, to review findings and recommendations, to consult on operational and management matters, to implement programs and procedures, and to make presentations.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table, with intermittent standing, stooping, walking, bending, crouching, or stooping. The employee must frequently lift light and heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity, and distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office, library, computer room, stockroom, or warehouse. The employee may occasionally work outdoors in cold or inclement weather. The work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None

MINIMUM QUALIFICATIONS:

Bachelor's Degree from a four-year college or university in Accounting, Management, or related field (Master's Degree Preferred); Licensed as either a Certified Public Accountant (CPA), Certification issued by The Institute of Internal Auditors as a Certified Internal Auditor (CIA), a Certification issued by the Association of Certified Fraud Examiners (CFE), or a Certification issued by the Institute of Certified Forensic Accountants (CrFA).

One or more years of Internal Audit or Fraud Examination, or Forensic Accounting experience in a business or governmental organization, or any combination of education, training and experience which provide the required knowledge, skills, and abilities to perform the essential functions of the job.