

**COLUMBUS CONSOLIDATED GOVERNMENT
JOB DESCRIPTION**

Class Title: Internal Auditor/Compliance Officer

Department: Mayor

Reports to: City Council

Title Code: G11201

Grade: 25

Date Revised: 07/2006

MAJOR DUTIES:

- Plan and conduct internal reviews and audits to ensure compliance with applicable federal, state and local laws, regulations, generally accepted accounting principles and auditing standards.
- 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.
- Presents recommended or requested audits to Mayor and Council for approval. Direct, plan, conduct and prepare written reports of audit findings to the Mayor and Council, which include departmental responses to the audit findings. Provide copy of all written reports to City Manager simultaneously with delivery of report(s) to Mayor and Council.
- Determine compliance with financial policies for preparation of legally mandated financial statements.
- Review computer based information systems for appropriate levels of control, documentation, audit trails and security.
Work with auditors or consultants to conduct independent reviews of department operations.
- Advise the Mayor and Council on the financial impact or policy significance of its actions.
- Direct and participate in special investigations, projects and programs as requested by the Mayor and Council.
- Upon request of an elected official and at the authorization of the Mayor and Columbus Council, review, monitor and make recommendations concerning accounting procedures

and review internal control procedures to ensure adherence to good management practices and protection of government interests.

- Upon request by City Manager to the Mayor and Columbus Council, act as an advisor to departments in their efforts towards identifying and improving controls, procedures and systems efficiencies.
- Review, monitor and make recommendations concerning accounting procedures for Columbus Consolidated Government boards, commissions, and authorities. Conduct cost/benefit analysis of programs.
- Manage assigned staff, including establishing workloads, prioritizing work assignments, evaluating employee performance, and interpreting and enforcing policies and procedures.
- Develop proposed budget and staffing levels for Internal Auditor/Compliance Officer operations.
- Conduct classes and seminars for city employees, as appropriate, on issues relating to the financial wellbeing of the Columbus Consolidated Government.
- Carry out a continuous effort to improve operations and work processes. Works cooperatively and jointly to provide continuous improvement and customer-driven service.
- Perform such other duties as may be requested by the Mayor or the Columbus Council.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of Management/operational auditing, financial planning, analysis and long-term 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 Government's 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 managing and 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 Mayor and Columbus Council assigns work in terms of very general instructions. The Mayor and Columbus Council will spot-check completed work for compliance with procedures and the nature and propriety of the final results.

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

COMPLEXITY: The work consists of varied duties related to performing internal audits of city departments and affiliate governmental agencies.

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 field work, 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: Forensic Auditor.

MINIMUM QUALIFICATIONS:

Bachelor's Degree from a four-year college or university in Accounting or related field (MBA Preferred); Licensed as a Certificated Public Accountant (CPA); Certification issued by The Institute of Internal Auditors as a Certificated Internal Auditor (CIA) and Certification issued by the Association of Certified Fraud Examiners (CFE) preferred.

Five or more years of internal audit experience in a public sector 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.