



City of Tempe

CITY AUDITOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	024	<i>Department / Office:</i>	Internal Audit
<i>Supervision Level:</i>	Director	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Deputy City Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			
**This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice			

REPORTING RELATIONSHIPS
Receives direction from the Deputy City Manager – Chief Operating Officer.
Exercises direct supervision over professional staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Six (6) years of experience in internal auditing, public accounting or directly related experience.
<i>Education:</i>	Bachelor’s degree from an accredited college or university with major course work in accounting, auditing, information management systems or a degree related to the core functions of this position. A master’s degree is preferred.
<i>License / Certification:</i>	Possession of one of the following professional certifications: <ul style="list-style-type: none"> ● CIA - Certified Internal Auditor ● CPA - Certified Public Accountant ● CMA - Certified Management Accountant ● CFE - Certified Fraud Examiner ● CISA - Certified Information Systems Auditor ● CGAP - Certified Government Auditing Profession ● or an equivalent professional certification related to the core function of this position.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission, vision, and values. Responsible for the development and implementation the City's internal audit program in order to investigate and report on the operational effectiveness and efficiency; to evaluate compliance with applicable ordinances, regulations and contracts.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Provide executive leadership, direction, and management of the City Internal Auditor's Office that include analyzing the needs of the Internal Audit Plan, developing and monitoring the office budget, and making the most efficient use of resources.
- Act as the Taxpayer Resolution Officer as outlined in Section 16-515 of the City Code.
- Supervise the development of short and long-range objectives for the Internal Audit Office which are aligned with the City's overall mission, vision, and strategic priorities.
- Analyze the needs of the Internal Audit Office; develop and manage the budget accordingly, making the most efficient use of resources.
- Perform audits of various City departments, programs and systems to report to the City Manager's Office the effectiveness of internal control structures, program compliance, financial compliance and operational and program efficiency and effectiveness, in light of the City's stated mission, vision, and strategic priorities; examine departmental operations and reports to determine compliance with applicable ordinances, regulations, and contracts; make recommendations to the City Manager's Office to address deficiencies and improve operations, based on audit and examination findings.
- Initiate, review and prepare a variety of audit planning and reporting models including a City-wide audit plan, a year-end audit report and periodic City-wide risk assessments; gather and analyze data as necessary.
- Supervise and report on operational deficiencies, procedures, and practices to present to City Manager's Office. Determine violations and non-compliance, detect and explain significant irregularities, recommend effective corrective measures and conduct a follow-up appraisal of the implementation of corrective measures.
- Appraise corrective action taken to improve deficient conditions.
- Perform special audit investigations as required by the City Manager and Deputy City Managers.
- Examine departmental operations and records of contractors and other entities working under agreement with the City to determine compliance with applicable ordinances, regulations, and contracts.
- Communicates with the City Council, general public, other City employees, vendors, management, contractors, and public officials in order to coordinate audits, report results, and clarify recommendations and details for implementation.
- Select and supervise staff; establish schedules and methods for work procedures; ensure adherence to industry procedures and policies; and if necessary, implement discipline procedures.
- Provide pro-active performance planning utilizing performance management tools.

- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective July 2000

Revised July 2002 (Range change)

Revised Sept 2003 (Became part of Department Head structure, title and range changed)

Revised June 2010 (due to Citywide reorganization: job title, reporting relationship, duties and MQs)

February 2012 (updated duties/MQs)

March 2017 (updated duties/licenses & certifications & MQs)