



City of Tempe

SENIOR AUDITOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	363	<i>Department / Office:</i>	Internal Audit
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Internal Auditor
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives direction from the City Auditor. May provide direction, functional, and technical support to less experienced staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of internal auditing or public accounting experience, including financial, IT, or performance auditing experience.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in accounting, auditing, information technology or a degree related to the core functions of this position.
<i>License / Certification:</i>	Possession of, or required to obtain within twelve (12) months of hire, one (1) 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 Professional● 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.

Actively support and uphold the City's stated mission and values. Perform a variety of professional duties related to the internal audits of the financial and operational efficiency and effectiveness of various programs, policies and procedures throughout City divisions and departments; examine reports records, and other information to determine compliance with applicable ordinances, regulations, and contracts; and assess City-wide governance, risk, and control processes. .

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.

- Perform internal audits of departments, divisions, programs, and contracts to determine legal and financial compliance with applicable ordinances, regulations, and contractual agreements.
- Perform audits related to the financial and operational efficiency and effectiveness of various functions, programs, policies and procedures throughout City divisions and departments; to audit books and records of concessionaires working under agreement with the City.
- Perform audits of various City departments, programs, functions and systems to determine whether adequate and appropriate internal controls are in place to safeguard public resources and whether policies and procedures facilitate the City and its departments in delivering superior service and sustainable practices.
- Identify areas of non-compliance, internal control weaknesses, and other irregularities; clearly articulate associated risks and recommend effective corrective measures; exercise initiative and independent judgment to make decisions and recommendations based on facts and information available; prepare appropriate working papers to provide supporting documentation of audit procedures performed, methodology, and results.
- Prepare and present written audit reports that include observations and recommendations for the correction of internal control weaknesses, ineffective or inefficient operations and any other identified risks.
- Responsible for the administration, development, and continuous improvement of various Internal Audit operations and programs such as the employee suggestion and reporting program, continuous auditing, newsletter, and data mining.
- Performs management studies and consulting projects under the direction of the City Auditor; attend and participate in a variety of meetings as necessary.
- Perform related duties as assigned.

When assigned to Information Technology Audit:

- This position is assigned specific focus comparable to a Senior Information Technology Auditor.
- The Senior Information Technology (IT) Auditors perform specialized auditing involving a broad range of information technology and operational functions. The position plans and manages complex audits, as well as performs project management duties such as organizing, reviewing, and reporting on the work of the team related to IT. The senior provides IT and auditing support and assists the Audit Office in the execution of the audit plan; this includes designing an overall IT audit plan for achieving internal audit's goals. The senior information technology auditor performs the IT annual risk assessment, leads and performs technology-related and other

operational audits, and is responsible for the development and implementation of a continuous audit process.

- Qualifications for this position generally include a minimum bachelor's degree in management information system, computer science, information security, business administration, or a related field. Four years or more of internal and/or external audit experience are preferred. Written and verbal communication skills are musts, as are the ability to prioritize workload, and meet deadlines. Additionally, the senior IT auditor must have an ability to work effectively as part of a team while also successfully executing independent assignments. Analytical and creative problem-solving skills are also preferred. The senior must also have advanced knowledge of IT audit standards, methods, and tools.
- Identify key risks and necessary controls in existing systems.
- Perform operations audits to determine compliance with policies and procedures and effectiveness of internal control systems.
- Perform operational and compliance (PCI, etc.) reviews according to internal audit risk assessment plan.
- Oversee and implement improvements and best practices for increasing efficiency and minimizing risk.

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

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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
<i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies		

JOB DESCRIPTION HISTORY
<i>Effective July 2000</i> <i>Revised May 2012</i> <i>Revised March 2013 (Update certification requirements)</i> <i>Revised Nov 2015 (added When assign to)</i> <i>Revised May 2016 (licenses/certifications)</i> <i>Revised August 2018 (Title and MQs – experience & education)</i>