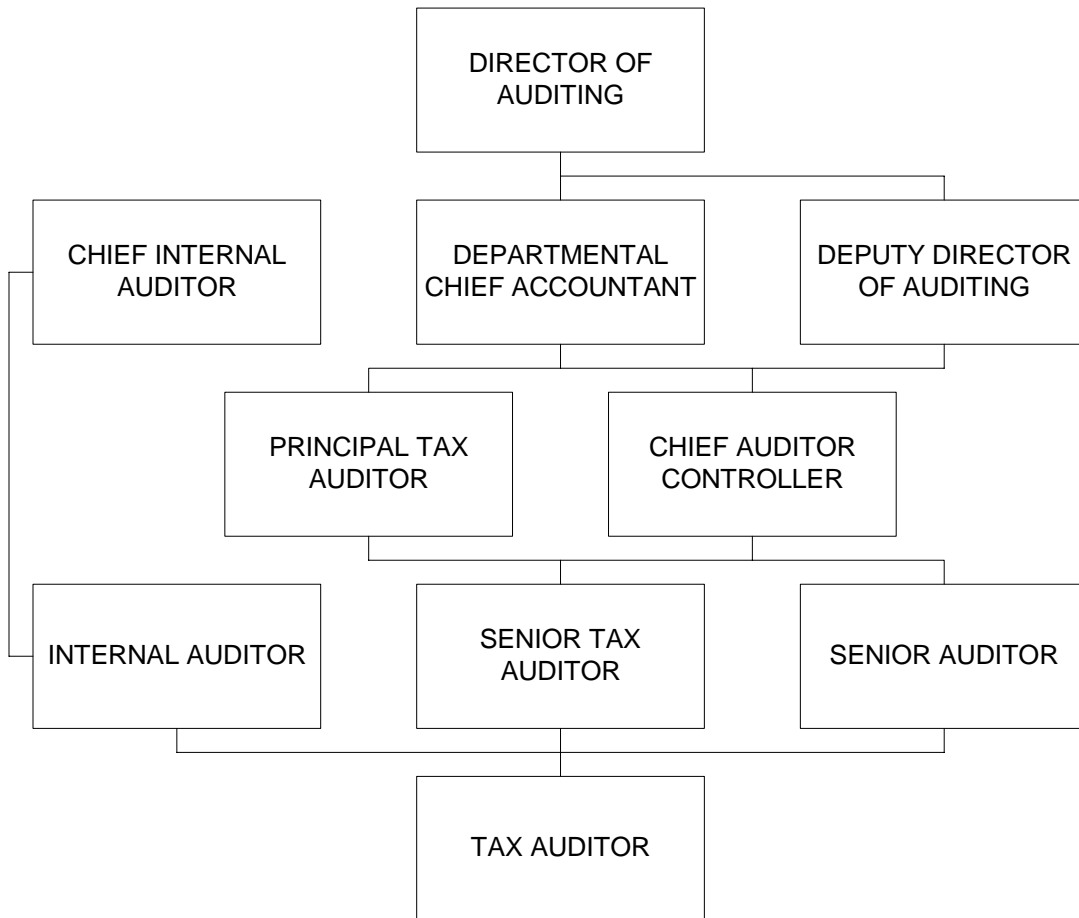


**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

CAREER OPPORTUNITIES FOR TAX AUDITOR

This information is being given to you to describe potential opportunities as a Tax Auditor. The career ladders that Tax Auditors most commonly enter into are diagrammed below. The typical duties and requirements for the first promotional level of these career ladders are also described. However, these may be subject to change. You may review the class specifications and some job bulletins through the Personnel Department's website at www.lacity.org/PER or you may request a copy of the information from the Personnel Department, Room 100. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.



DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

Senior Tax Auditor

Duties: A Senior Tax Auditor assigns, reviews and evaluates the work of professional and clerical employees engaged in conducting or reviewing field or office audits of financial records of persons, businesses or organizations to determine the accuracy of self-assessed tax payments to the City of Los Angeles; supervises internal audits of operations related to business tax and permit enforcement, audit and administration; may perform such work; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

Requirements: Two years of full-time paid professional experience as a Tax Auditor or in a class which is at least at that level in conducting or reviewing field audits of financial records to determine the accuracy of self-assessed tax payments.

Senior Auditor

Duties: A Senior Auditor assigns, review and evaluates the work of employees engaged in auditing financial records of contractors, City departments and other entities to determine the accuracy of revenue payments to City department, to verify the status of nonprofit organizations, or to determine compliance with City, State and Federal laws, regulations and mandates; supervises the auditing of City departments to determine the accuracy of departmental accounts and adequacy of internal control and recommends necessary changes in systems and procedures; performs the more difficult audits; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibility.

Requirements: Two years of full-time paid professional financial auditing experience in a position which is at least at the level of Auditor.

Internal Auditor

Duties: An Internal Auditor performs professional performance, financial and information systems audits, conducts preliminary surveys, analyzes data, prepares audit documents, and audits accounting and related records of a variety of tenants, businesses, organizations and City departments to determine revenue payments to City departments, to verify the status of nonprofit organizations, and/or to determine the accuracy of departmental financial accounts, adequacy of internal controls, and information systems applications integrities, to evaluate the effectiveness and efficiency of program operations. Employees at the level of Internal Auditor III and IV apply sound supervisory principles and techniques in maintaining an effective work force, fulfill equal employment opportunity responsibilities, and perform related duties as assigned.

Requirements:

1. Graduation from a recognized four-year college or university **and** two years of full-time paid experience conducting performance, compliance, information systems, operations, financial or program audits in accordance with professional auditing standards.
2. A Master's degree in business, accounting economics, finance, public administration, political science, computer science, engineering, law or designation as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) may be substituted for one year of the experience requirement.

Note: The above information does not replace class specifications and examination bulletins.

PREPARING YOURSELF FOR PROMOTION

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities related to your work.
2. Take advantage of formal education opportunities relating to your work.
3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.
4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledge and abilities you need to develop for promotion.
5. Request for Notification cards may be completed in Room 100 of the Personnel Building (847-9240) to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in your work location where weekly job bulletins are posted.
6. Employees may obtain career counseling from the Personnel Department's employee Development Section, (213) 847-9800, in Room 380, Personnel Building.