

**CLASS SPECIFICATION**

03/22/07

DEPARTMENTAL AUDIT MANAGER, CODE 1610

Summary of Duties: A Departmental Audit Manager plans and directs the financial, performance, and internal auditing functions in a City department; develops a system of control over audit projects, reviewing operations and results; interacts with elected officials, commissioners, other City managers, and outside agencies; attends Council committee, Commission, and community meetings to present and defend audit findings; plans, organizes, and directs the work of subordinates engaged in support of these functions; applies sound supervisory principles and techniques in building and maintaining an effective work force; and does related work.

Distinguishing Features: A Departmental Audit Manager serves as a division head in administering the audit activities in a department for all financial, system, and performance operations to ensure compliance with Generally Accepted Governmental Auditing Standards (GAGAS) and other financial mandates.

An employee of this class reports to the Chief Financial Officer or other senior manager, has significant responsibility for formulating and administering department policy, and exercises considerable judgment. A Departmental Audit Manager receives assignments stated in terms of broad objectives and work is reviewed in terms of results obtained. A Departmental Audit Manager is responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolving grievances, and evaluating performance.

This class is distinguished from Departmental Chief Accountant in that a Departmental Audit Manager plans and directs financial, performance, and internal auditing functions in a City department whereas a Departmental Chief Accountant plans and directs the commercial and governmental accounting activities for a City department including such areas as revenue auditing, cash flow planning, investment of revenue funds, and bond financing for capital construction.

Examples of Duties:

- Manages the audit functions in a department;
- Formulates and approves or assists the Chief Financial Officer in formulating and approving audit policies and procedures in compliance with City regulations and GAGAS policies;
- Plans and reviews audit methods and reports on financial systems and transactions;
- Supervises professional staff of financial and performance auditors;
- Interacts with elected officials, commissioners, other City managers and their staff;
- Attends Council committee, Commission, and community meetings to report and defend

- audit findings;
- Consults with City and State auditors and outside audit agencies to resolve problems or discrepancies;
- Recommends improvements in reporting methods;
- Reviews relevant regulations and principles to ensure City's compliance with Federal guidelines; and
- Applies sound supervisory principles and techniques to build and maintain an effective workforce in accord with the City's equal employment opportunity goals and objectives.

Qualifications:**Knowledge of:**

- Theory and practice of governmental and commercial accounting and auditing;
- Generally Accepted Accounting Principles (GAAP);
- Generally Accepted Governmental Auditing Standards (GAGAS);
- Principles and practices of public financial administration;
- The utilization of data processing equipment and methods used in the maintenance of accounting records;
- Sound supervisory principles and practices including planning, delegating, and controlling the work of subordinates;
- The techniques of training, instructing, and evaluating subordinates' work performance;
- Effective safety principles and practices;
- Memoranda of Understanding as they apply to subordinate personnel; and
- City personnel rules, policies, and procedures.

The ability to:

- Plan, organize, and direct a comprehensive auditing program;
- Analyze accounting and performance measurement systems and recommend modifications consistent with sound accounting practices and principles;
- Analyze situations accurately and adopt an effective course of action;
- Read, analyze, and act upon complex authoritative regulatory documents and contracts;
- Prepare and present clear, complete, and concise reports using proper technical accounting language and correct English grammar in a logical and convincing manner, both verbally and in writing;
- Speak effectively before elected officials, commissioners, City managers, outside agencies, and community members;
- Apply sound supervisory principles and techniques to build and maintain an effective workforce in accord with the City's equal employment opportunity goals and objectives; and
- Establish and maintain a work environment to enhance both employee morale and productivity.

Minimum Requirements:

1. Graduation from a recognized four-year college or university with a degree in business administration, accounting, or other related field; and

2. Possession of a Certified Public Accountant license or current designation as a Certified Internal Auditor; and
3. Three years of full-time paid professional experience managing financial and performance auditing activities in a governmental audit organization or public accounting firm.

Probation: Appointment to a position in this class is subject to a one-year probationary period as provided by Civil Service Rules 5.26 and Charter Section 1011.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.6 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.