

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Assistant City Auditor		
<b>Job Code:</b>	AD1021	<b>Job Family:</b>	Assistant Department Directors
<b>Pay Grade</b>	305	<b>Date Reviewed:</b>	06/10/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	03/09/23

### GENERAL SUMMARY

Assists the City Auditor in providing effective oversight for internal operations of the department. Ensures that office complies with government accounting standards and that risks posed are communicated in a timely manner. Provides complex administrative support to the City Auditor.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Assists in the development of department policies, procedures, goals and objectives; and explains, justifies and defends department programs, policies and activities.
3. Develops and/or reviews audit programs to be used for various projects on the Annual Audit Plan; reviews audit surveys, questionnaires, working papers, memos and reports; and ensures audit procedures are adequately conducted. Assists in the development of the Annual Audit Plan.
4. Participates in the development of the department budget; approves forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures; and implements budgetary adjustments, as needed.
5. Conducts special investigations and audits; and prepares reports and recommendations based on findings.
6. Provides staff assistance to the City Auditor; participates on a variety of boards, commissions and committees; and prepares and presents staff reports and other correspondence.
7. Represents the City Auditor department to other departments, elected officials and outside agencies; and coordinates assigned activities.
8. Performs other related duties as required.

9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
10. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Pertinent federal, state and local laws, codes and regulations.
  - Methods and techniques for conducting various types of internal audits, special projects and investigations.
  - Recent and emerging methods, techniques, technologies and information related to local government auditing.
  - Generally Accepted Government Auditing Standards, CFW financial policies, statements, reports and budgets.
  - Laws and regulations concerning municipal taxation, finance and auditing.
  - City of Fort Worth Human Resources rules, regulations, policies and procedures.
  - City operations, departments, goals, value statements, IT systems and applications and enterprise operations.
  - Risk assessment and internal control processes and procedures.
  - Basic IT security and application controls.
  - Process improvement methodologies.
- **Skill in:**
  - Research and analysis.
  - Time and employee management.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Supervise, train and evaluate employees.
  - Ensure compliance with policies, procedures and standards.
  - Plan, organize and complete an audit project.
  - Use computers and applicable software.
  - Identify and respond to sensitive community and organizational issues, concerns and needs.
  - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
  - Interpret and apply appropriate administrative concepts to accounting functions.
  - Prepare and administer complex budgets.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in accounting or a related field, and six years of increasingly responsible internal auditing experience including; two years of management/supervision experience.

## **OTHER REQUIREMENTS**

Certified Public Accountant (CPA) or certification as a Certified Internal Auditor (CIA).

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.