

**CITY OF FORT WAYNE JOB POSTING\*\*\*Reposting\*\*\***

**Applicants must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Internal Auditor</b>	Department:	Internal Audit
Requisition Number:	2019164		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$62,000.00 - \$69,000.00 annually
Date Posted Up:	12/13/2019	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

**SUMMARY**

Working under the Director of Internal Audit, performs performance audits in accordance with professional governmental auditing standards and provides consulting services and assistance. The incumbent is expected to exercise sound judgment, independence, and professional expertise in conducting audit services. All work duties and activities must be performed in accordance with internal rules, regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Evaluates the diverse functions and activities of the City and City Utilities to determine the nature of operations and the adequacy of the system of internal control surrounding them;
- Exercises discretion to identify the key internal controls in the audit area, activity, function or process;
- Plans the theory and scope of assigned audits;
- Researches applicable policies, laws, regulations and standards, understands them and determines their applicability in assigned audit work;
- Designs risk based audit programs to assess operations and processes that exhibit more critical levels of risk to the organization; Gathers, analyzes, and interprets information and applies professional discretion to reach appropriate conclusions and rank the importance of the issues identified in audit work;
- Assesses the reliability and integrity of financial information; sufficiency in the safeguarding of assets and verifying the existence of assets; reviews operations and programs to ensure results are consistent with management’s objectives and goals;
- Utilizes appropriate sampling techniques and data analytics to efficiently address audit testing;
- Performs audit work in a professional manner and in accordance with the approved audit program and generally accepted auditing standards;
- Obtains, analyzes and appraises evidentiary data as a basis for an informed conclusion on the adequacy, effectiveness, and efficiency of the activities being reviewed;
- Identifies efficiency opportunities and other value added suggestions for management;
- Makes oral or written presentations to management throughout the audit process;
- Prepares formal, written reports expressing results regarding the adequacy and effectiveness of the internal control system and the efficiency with which activities are carried out;
- Develops and maintains good working relationships with auditees and communicates professionally and effectively with all levels of personnel;
- Tracks all items identified for future follow up testing and to keep the Audit Committee apprised of issues that have not been addressed;
- Appraises the adequacy of the corrective action taken to improve deficient conditions;
- Participates in an advising capacity with management and staff regarding controls for new systems, issues with existing systems and a variety of other items relative to policy, procedure, standard or other criteria;
- Provides support to external auditors during their annual financial audits of the Civil City and City Utilities;

- Collaborates with the Audit Committee on opportunities for fraud in processes, planning and design and the disposition of information obtained in the audit process;
- Interacts with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism;

**MARGINAL FUNCTIONS**

Performs other duties as assigned.

**PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent’s responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

- Completion of a B.S. degree in Business Administration with a major in Accounting, a four (4) year degree in other disciplines would be acceptable provided incumbent has completed twenty-one (21) hours of accounting courses including an auditing course;
- Minimum of 2 years experience in the auditing field preferred;
- CIA/CPA preferred.

**OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Working knowledge of generally accepted accounting principles and the ability to be proficient with auditing standards, procedures, techniques and statistical sampling methods involved in conducting financial and performance audits;
- Specialized knowledge and ability typically reflected by a Certified Public Accountant or Certified Internal Auditor is preferred;
- Ability to understand the specialized knowledge of City government, its structure and functions;
- Effective analytical skills.
- Ability to work with computer based accounting systems, and knowledge of MS Excel, Word, and Powerpoint.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public with the purpose of explanation or interpretation to render service, carry out policies, or maintain coordination. Relationships require a high degree of courtesy, diplomacy, tact and persuasiveness. Due to the nature of this position, the incumbent is privy to confidential data in sensitive areas.

**MATHEMATICAL SKILLS**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution,

determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. The incumbent must exert dependability, integrity and confidentiality involving many complex and significant variables or considerations. Deviations from guidelines must be referred to supervisor. Work is reviewed for adherence to instructions, soundness of judgment and conclusions, technical adequacy, accuracy, and conformance with practice or precedent. Incumbent will provide substantial contribution involving non-routine decisions and recommendations based on the audited agency's guidelines and policies. and conclusions must be drawn as to whether the audited is in compliance with policies, procedures and/or law.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Indiana Driver's License if City vehicle is used.

**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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.

**WORK ENVIRONMENT** 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.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet to moderate.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.