

MAJOR FUNCTION

This is a highly responsible senior management position responsible for providing leadership, direction, and oversight for the Office of the Inspector General Audit Division. Successful job performance requires management of a considerable variety of professional and complex work associated with audits. The incumbent serves on the City Auditor/Inspector General's management team and exercises considerable independent, discretion, initiative, and independence in carrying out their responsibilities. Work is performed under the administrative direction of the City Auditor/Inspector General and/or Deputy Inspector General. The work is reviewed through analysis and evaluation of work products.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

An Audit Manager is responsible for developing and maintaining audit procedures to ensure all audits are completed in accordance with Generally Accepted Governmental Auditing Standards and Standards for the Professional Practice of Internal Auditing, as appropriate. The incumbent contributes to the annual plan, coordinates follow-up audits to track management's progress, and conducts and manages performance and financial audits of City programs and processes. The work involves applying advanced management and auditing skills in conducting performance audits, assisting in management reviews as requested by the City Auditor/Inspector General, and reviewing audits performed by Senior/Staff Auditors. Assists in the coordination of the annual training program for staff. Assigns, trains, supervises, and reviews staff work, ensuring their growth, performance, and adherence to established standards. Work requires independent judgment and discretion with respect to matters of significance and strict accountability to protect confidential information created, obtained, and used by the OIG. Additionally, the work requires the highest levels of integrity and respect to ensure fairness and objectivity throughout the audit process. An employee in this position obtains, analyzes, and appraises information to determine and provide conclusions of facts in detailed reports for use by appropriate City leadership. Ensures well-defined objectives for each audit or special engagement encompassing factors such as internal control soundness, compliance with policies and procedures, asset safeguarding, and the reliability of financial and operational information. Prepares professional and detailed reports of audit findings, presenting well-reasoned recommendations to the City Auditor/Inspector General, City leadership, and other appropriate stakeholders. Meets with management to discuss audit results, provides insight, recommendations, and addresses other concerns as appropriate. Attends meetings with the public and City management as necessary. Participates in personnel-related decisions such as the selection, transfer, promotion, grievance resolution, discipline, or discharge of employees. Conducts project performance evaluations and recommends approval or disapproval of merit increases. Demonstrates adaptability and continuous improvement by performing tasks and duties as required in alignment with the evolving needs of the position and department.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of financial and administrative control systems, government auditing and accounting standards, internal auditing standards, and statistical methods. Thorough knowledge of current management sciences, organization theory and practice, governmental accounting, finance, budgeting, and human relations. Ability to supervise audit staff in a manner conducive to full performance and high morale. Ability to quickly acquire working knowledge of the organization and environment and interpret laws, rules. Policies, or procedures Ability to conduct independent and

comprehensive research and evaluations, and to provide recommendations and alternatives. Ability to maintain a high level of confidentiality, make sound decisions and apply sound judgment. Ability to accurately document observations and actions. Ability to summarize information, communicate complex concepts in lay terms, and express ideas clearly and concisely, both orally and in written reports. Ability to establish and maintain effective working relationships with others and project a positive image of the Office of the Inspector General (OIG). Skills in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business, accounting, education, social science, or a related field and five years of professional auditing, evaluation, or related governmental administration experience. Two years of the required experience must have been in a supervisory capacity. A CPA, CIA, CGFM, or CISA designation acquired by examination may substitute for one year of the required experience.

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