



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 352.2

Job Title: **ASSISTANT CITY AUDITOR II**

Pay Grade: 19

GENERAL SUMMARY:

Conducts and documents routine operating systems and accounting procedures. Evaluates findings and assists in preparation of audit reports.

RESPONSIBILITIES:

- Collects, analyzes, interprets and summarizes routine operating systems and accounting procedures.
- Audits operating systems and/or accounting procedures to verify the existence, the thoroughness and the compliance with internal controls.
- Prepares audit working papers; evaluates findings and formulates recommendations for changes and/or improvements.
- Prepares and/or revises routine audit programs.
- Assists with various projects as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Bachelor's degree in Accounting, Business Administration, Economics, Finance, Information Systems, Political Science, or Public Administration from an accredited college or university.

EXPERIENCE:

Two (2) years of related experience is required.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED: (continued)

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- Assistant City Auditor I
- Assistant City Auditor II
- Assistant City Auditor III
- Assistant City Auditor IV
- Assistant City Auditor V
- City Auditor (Executive Level)

Effective Date: October 1990

Revised Date: March 2018