



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 352.5

Job Title: **ASSISTANT CITY AUDITOR V**

Pay Grade: 29

### **GENERAL SUMMARY:**

Directs and conducts highly complex audit assignments. Evaluates findings, formulates recommendations and prepares audit reports.

### **RESPONSIBILITIES:**

- Plans, reviews and approves audit programs prepared by Assistant City Auditor IIs and IIIs.
- Supervises, conducts and/or coordinates one or more complex audit assignments concurrently, ensuring compliance with generally accepted accounting principles and practices.
- Reviews completed work papers and evaluates for thoroughness and compliance with generally accepted accounting standards (GAAS).
- Evaluates audit findings and recommendations. Renders overall conclusions and opinion for the entire audit.
- Reviews audit reports ensuring proper documentation and support for conclusions. Revises as appropriate and prepares final report.
- Presents and discusses overall audit conclusions and recommendations with internal management.
- Provides training and guidance to audit staff members.
- Manages audit staff support functions including departmental administration, professional standards, internal performance reviews and training and development.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Accounting, Business Administration or a closely related field with a minimum of 24 hours in accounting/auditing. Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or Certified Information Systems Auditor (CISA) is preferred.

#### **EXPERIENCE:**

Seven years of professional experience in accounting/auditing are required.

#### **COMPLEXITY:**

Work is nonstandardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

#### **IMPACT OF ACTIONS:**

Errors in work lead to significant costs and problems, and may have minor impact on the short-term performance of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as a Manager or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors and occasionally with Deputy Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **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 substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **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: October 1998*