



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 352.4

Job Title: **ASSISTANT CITY AUDITOR IV**

Pay Grade: 27

GENERAL SUMMARY:

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

RESPONSIBILITIES:

- Plans, reviews and approves audit programs prepared by Assistant Auditor levels II & III.
- Supervises, conducts and/or coordinates one or more audit assignments concurrently, ensuring compliance with generally accepted accounting principles and practices.
- Reviews completed work papers; evaluates for thoroughness and compliance with generally accepted auditing standards (GAAS).
- Evaluates audit findings and recommendations; renders overall conclusions and opinion for the whole audit.
- Reviews audit reports ensuring proper documentation and support for conclusions.
- Presents and discusses overall audit conclusions and recommendations with internal management.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Accounting, Business Administration or a closely related field, with a minimum of 24 hours of accounting/auditing.

Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or Certified Information Systems Auditor (CISA) is preferred.

EXPERIENCE:

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

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation in setting work objectives.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions such as hirings, terminations, and pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant 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:

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

Effective: October 1990

Revised: August 1992