



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 351.2

Job Title: **AUDITOR ASSOCIATE**

Pay Grade: 14

GENERAL SUMMARY:

Performs entry-level professional auditing duties of departmental/division funds and/or pertinent funds of agencies conducting business with the City, ensuring compliance with generally accepted accounting principles and practices and City policies and procedures.

RESPONSIBILITIES:

- Assists auditor in preparing and/or compiling audit work papers; assists in preparing report exhibits and providing documentation to support the audit reports; verifies reports against source documents and records to ensure accuracy.
- Documents and maintains files on assigned audits to record the audit process.
- Examines cash receipts, vouchers, payroll records, requisitions, work orders, inventory and fixed asset records, receiving reports and other accounting documents for accuracy and compliance with generally accepted accounting principles and practices.
- Examines and verifies accuracy of bookkeeping records, such as invoices, bank statements, general ledgers and inventory records.
- Performs other audit related activities as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Accounting, Business Administration, or a closely related field such as Finance, with a minimum of 18 hours in accounting.

EXPERIENCE:

No experience is required.

Four years of pertinent professional or para-professional experience may substitute for the education requirement. An Associate's degree in Accounting, Business Administration or a closely related field and two years of pertinent professional or para-professional experience may substitute for the education requirement.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

External Contacts:

Level of external contact is infrequent with occasional contacts with lower-level service representatives and/or vendors. Interaction involves routine information exchange and/or simple service activity, which require common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

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

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within minor demanding tolerances; or the ability to make simple eye/hand movements on a patterned response space within very low tolerance demands.

MISCELLANEOUS:

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

JOB FAMILY:

Auditor Associate
Auditor
Senior Auditor
Auditor Supervisor

*Effective: October 1990
Revised: December 2005*