



# CITY OF HOUSTON

## JOB DESCRIPTION

---

---

Job Code: 351.4

Job Title: **SENIOR AUDITOR**

Pay Grade: 21

### **GENERAL SUMMARY:**

Oversees and coordinates large and/or complex in-house audits and performs advanced-level professional auditing and accounting work.

### **RESPONSIBILITIES:**

- Reviews the auditing and accounting work of Auditors and Auditor Associates to ensure conformance with appropriate City, State and Federal auditing standards.
- Conducts and leads preliminary surveys to determine areas to be audited for conformance to policy, procedure and internal controls.
- Compiles and prepares work papers containing relevant evidentiary material used to support all findings, conclusions and recommendations.
- Develops, plans and coordinates implementation of specialized or non-standard audits. Selects audit methods, level and aspects of analysis and investigative procedures.
- Conducts special investigative audits regarding alleged illegal or improper activities, e.g., attempted bribery, employee drug usage/theft, etc. Submits reports, findings and recommendations to supervisor.
- Develops recommendations and remedial action for areas of weakness. Prepares written reports of findings and results. Presents reports to appropriate management staff. Recommends areas for future audits.
- May evaluate assets, depreciation rate methods, cost accounting systems and reports, determining appropriate methodologies for department utilization.
- May conduct legal and title research. Prepares various internal and federal reports.
- Performs various special projects as requested.

### **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:**

Four years of professional accounting/auditing experience are required.

#### **COMPLEXITY:**

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

## **SPECIFICATIONS: (continued)**

### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves general scheduling and review of work as a "working supervisor" or lead person.

#### **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 infrequent with occasional contacts with lower-level service representatives and/or vendors. 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 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: September 2002*