



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 351.0

Job Title: **AUDITOR MANAGER**

Pay Grade: 28

GENERAL SUMMARY:

Oversees auditing for City departments and performs complex auditing work. Develops, evaluates, and implements auditing, accounting and internal control procedures and systems.

RESPONSIBILITIES:

- Oversees audits of financial records and related operations. Ensures compliance and adherence to policies and procedures. Evaluates operations for efficiency and effectiveness.
- Manages, directs, and trains staff in interpreting and implementing auditing/accounting policies, procedures, programs and systems.
- Develops and implements goals, policies, and priorities relating to internal and external audit programs or systems.
- Oversees and participates in the preparation of various internal audit reports and responses to external audit reports. Ensures statements and reports reflect events and progress of the department.
- Performs advanced research on applicable laws, policies, guidelines, procedures, contracts and other documents related to assigned audits in order to comply with standards.
- Meets with management to prepare and communicate the development and implementation of audit procedures and objectives.
- Creates, implements and evaluates standards and procedures to ensure quality performance of the auditing function. Recommends and implements changes to automated auditing systems as needed.
- May be responsible for coordinating internal/external auditing functions with external auditors.
- Oversees various special projects and duties as requested.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

Six years of professional auditing and auditing management experience, with two of these years as a supervisor, are required.

A related Master's degree may be substituted for two years of the experience requirement.

PREFERENCES:

Prefer auditing and accounting experience with CPA or CIA certification.

SPECIFICATIONS: (continued)

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 could lead to significant expenses and inconveniences. 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.

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.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level government agencies, contractors, guests, vendors and professional contacts with allied organizations and auditees. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

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
Auditor Manager