



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 351.3

Job Title: **AUDITOR**

Pay Grade: 17

GENERAL SUMMARY:

Performs professional audits of departmental/division funds and/or various agency funds for conformance to accounting standards and governmental fiscal practices and procedures and City policies and procedures.

RESPONSIBILITIES:

- Makes oral or written presentations during and at the conclusion of examinations.
- Selects audit methods to be used, including sample size, depth of analysis required to support findings and conclusions and the extent discrepancies are to be investigated.
- Examines and reconciles working funds. Verifies cash balances and reconciles bank/budgetary accounts.
- Prepares audit working papers and provides a report for management containing recommendations for change and/or improvements. Prepares exhibits and supporting documentation for the report.
- Assists with various 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:

One year of professional accounting/auditing experience is required.

COMPLEXITY:

Work requires the direct applications of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

SPECIFICATIONS: (continued)

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 involves information exchange and/or simple service activity requiring moderate tact and cooperation.

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*