



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 351.5

Job Title: **AUDITOR SUPERVISOR**

Pay Grade: 25

### **GENERAL SUMMARY:**

Supervises and oversees staff performing in-house audit activities. Performs highly advanced-level professional auditing and accounting work.

### **RESPONSIBILITIES:**

- Develops, plans and conducts audits of complete accounts and/or related operations, including determination of audit methods, level and aspects of analysis and investigative procedures.
- Supervises, plans and evaluates the auditing and accounting work of subordinate auditors. Provides direction, interpretation and training in auditing/accounting policies, procedures, programs and systems.
- Develops, adapts or revises auditing/accounting policies and procedures, programs or systems in order to effectively meet and maintain department objectives and goals.
- Prepares various internal and Federal audit reports.
- Performs advanced research on applicable laws, policies, guidelines, procedures, contracts and other documents related to assigned audits.
- Meets with management to prepare and communicate audit procedures and objectives.
- May conduct substantive tests of accounting transactions, prepare system flow charts and review proposed audit/accounting system revisions.
- 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:**

Six years of professional accounting/auditing experience are required.

#### **COMPLEXITY:**

Work is somewhat 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.

## **SPECIFICATIONS: (continued)**

### **IMPACT OF ACTIONS:**

Errors could lead to moderate 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 "first-line supervisor", recommends personnel actions, such as hiring, terminations, 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 considerable tact and cooperation involving somewhat sensitive issues or problems.

#### **External Contacts:**

Level of external contact is primarily with lower-level service representatives and/or vendors and occasionally with citizens, visitors and/or mid-level government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

### **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*