CITY OF HOUSTON

JOB DESCRIPTION

Job Code:

Job Title: **SENIOR ASSISTANT CITY AUDITOR (EXE LEV)**

Pay Grade: 32

GENERAL SUMMARY:

Leads and supervises auditors on high risk and complex audits and investigations. Conducts financial, compliance and operational audits of city programs and activities while evaluating internal controls and accounting procedures. Assesses financial and management reports for accuracy and compliance.

RESPONSIBILITIES:

- Plans, reviews and approves audit programs prepared by Assistant City Auditor levels II, III, IV and V.
- Supervises, conducts and/or coordinates complex audit assignments ensuring compliance with generally accepted accounting principles and practices.
- Oversees financial, compliance, economy and efficiency audits, special audits, and investigations through auditing staff and managers.
- Ensures the accuracy and quality of information used for business decision-making and for improving processes and controls that support effective management of city resources. Reviews working papers and audit reports for completeness and accuracy.
- Maintains a thorough understanding of government services and related risks ensuring resources provide appropriate risk coverage throughout the year; monitors the execution of the work plan to ensure audit engagements focus on the right areas with insightful objectives and the correct scope; ensures audits are conducted in accordance with generally accepted government auditing standards (GAGAS) and other applicable internal auditing standards.
- Delivers oral or written presentations to City management on accounting controls, contacts, audit reports, recommendations, and other related items as requested by the City Auditor.
- Serves as the City Auditor's liaison to external auditing agencies reviewing City operations or programs, including those funded by federal or state sources; monitors federal grants as directed.
- Assists in the management of the Audit Division and its financial and general operations. Develops, implements, and monitors budget and provides financial and personnel administration.
- Reviews City Council agenda items, with priority to items with audit issues, and represents department when needed or requested. Provides strategic oversight and guidance during scoping and other meetings to identify areas to be audited at the direction of the City Auditor.
- Establishes written audit policies and procedures to guide the audit staff in the execution of their responsibilities; initiates and oversees professional development and training of auditors.
- Attends and participates in continuing professional training and development classes.
- Directs and executes special projects along with other duties as assigned.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor's Degree in Accounting, Business Administration, Economics, Finance, Information Systems, Political Science, or Public Administration from an accredited college or university.

LICENSE / CERTIFICATION:
One of the following certifications is required: Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Certified Government Auditing Professional (CGAP), or Certified Information Systems Auditor (CISA). Any of the other certifications would be desirable.

EXPERIENCE:
Eight years of audit-related experience are required. Three of the years must include audit management experience. An advanced degree may substitute for related experience on a year-for-year basis.

COMPLEXITY: Work is non-standardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

IMPACT OF ACTIONS: Errors in work could lead to major costs and problems and could significantly affect short-term results of the city. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as an Assistant Director or the equivalent. This position is typically over the Managers and reports to the Department Head/Director and has a very significant level of input concerning personnel actions, such as hiring, terminations and pay changes.

Indirect Supervision:
Involves supervision and evaluation of work as Assistant Director or the equivalent.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations and occasionally with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues that requires diplomacy; e.g., important contacts involving difficult matters of agreements, negotiations and controversies.

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 simple gross motor responses within large tolerances.

SPECIFICATIONS: (continued)

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

JOB FAMILY:
Assistant City Auditor I
Assistant City Auditor II
Assistant City Auditor III
Assistant City Auditor IV
Assistant City Auditor V
Senior Assistant City Auditor (Executive Level)
City Auditor (Executive Level)

Effective:
January 2026