CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 352.3

Job Title: **ASSISTANT CITY AUDITOR III**

Pay Grade: 25

GENERAL SUMMARY:

Leads and performs moderately complex audits of departmental operations, accounting systems, and internal controls. Evaluates findings and assists in preparation of audit reports.

RESPONSIBILITIES:

- Leads and performs moderately complex audits of operating systems and/or accounting procedures to verify the existence, the thoroughness and the compliance with internal controls.
- Develops audit methodologies and risk assessments and ensures compliance with auditing standards and City policies.
- Collects, analyzes, interprets and summarizes moderately complex information, accounting procedures and operating systems; documents audit exceptions.
- Prepares audit working papers; evaluates findings and formulates recommendations for changes and/or improvements; drafts audit reports.
- Prepares and/or revises audit programs and methodology, including sample size, depth of analysis, and investigative extent and processes.
- Guides and trains new audit team members. Serves as a mentor to less experienced staff.
- Reviews, evaluates and approves work papers of Assistant City Auditors I and II.
- Assists with various projects as assigned.

SPECIFICATIONS:

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

Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Certified Government Auditing Professional (CGAP), or Certified Information Systems Auditor (CISA) preferred.

EXPERIENCE:
Four (4) years of professional audit-related experience is required.

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

SPECIFICATIONS: (continued

IMPACT OF ACTIONS:
Errors in work could lead to moderate expenses and inconveniences. 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 team lead". May also provide guidance to entry level staff in specialized auditing processes and procedures.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation, e.g., basic project interaction.

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. Interaction requires substantial sensitivity and cooperation, e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:
The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

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
City Auditor (Executive Level)

Effective Date: October 1990
Revised Date: July 2025