CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 352.4

Job Title: **ASSISTANT CITY AUDITOR IV**

Pay Grade: 27

GENERAL SUMMARY:

Supervises or leads the performance of moderate to highly complex audit assignments. Evaluates findings, formulates recommendations and prepares audit reports.

RESPONSIBILITIES:

- Supervises and/or leads one or more complex audit assignment concurrently. Ensures timely completion and adherence to quality standards.
- Plans, reviews and approves audit programs prepared by Assistant City Auditors II and III.
- Reviews and evaluates completed work papers for thoroughness and compliance with generally accepted government auditing standards (GAGAS) and applicable standards for the Professional Practice of Internal Auditing.
- Evaluates and advises audit findings and recommendations; renders overall conclusions and opinion for the entire audit.
- Oversees preparation of audit reports ensuring proper documentation and support for conclusions.
- Presents and discusses overall audit conclusions and recommendations with internal management.

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) is preferred.

EXPERIENCE:
Six (6) years of professional audit-related experience is required with one (1) year in a lead auditor and/or audit supervisory capacity. An advanced degree may substitute for experience on a year-for-year basis.

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 in work could lead to significant expense and inconvenience. 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.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, review and oversight of complex auditing as a 'working supervisor or lead person'. May have direct reports of less experienced Assistant City Auditors and provides input as it pertains to personnel actions, such as hiring terminations and pay changes.

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