CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 352.6

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

Pay Grade: 36

GENERAL SUMMARY:

Directs, organizes, plans and manages internal audit activities throughout the City, including auditing plans, procedures and policies. Has ultimate accountability for compliance with all industry and governmental auditing standards.

RESPONSIBILITIES:

- Monitors audit programs; reviews working papers and audit reports for completeness and accuracy.
- Develops, implements and manages internal audit programs and activities, ensuring compliance with generally accepted government auditing standards (GAGAS) and applicable standards for the Professional Practice of Internal Auditing.
- Establishes written audit policies and procedures to guide the audit staff in the execution of their responsibilities.
- Initiates professional development and training for audit staff.
- Provides liaison with external auditors and City management relative to department objectives and audit recommendations.
- Makes oral or written presentations to City management on accounting controls, contacts, audit reports and recommendations, etc.
- Directs special projects as requested.

SPECIFICATIONS:

KNOWLEDGE:

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

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:

More than ten (10) years of audit related experience is required. Five (5) of which must have included audit management experience. An advanced degree may substitute for related experience on a year for year basis.

COMPLEXITY:

Work is nonstandardized, 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.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:
Errors in work could lead to major costs and problems, and could significantly affect short-term results of the City. Work is typically performed under general direction with policy direction provided. The incumbent participates in setting his/her own work objectives.

SUPERVISION EXERCISED:

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

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

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Department Heads/Directors. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required; e.g., problem-solving discussions regarding responsibilities, finance, or work flow or to facilitate service.

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 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 is only a slight source of discomfort from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with situations where occasional exposure to office chemicals and/or periodic use of a video display terminal are required.

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: March 2018
Revised Date: November 2024