

City of San Jose

**SENIOR AUDITOR (1243)**

**CLASS PURPOSE**

Under general supervision, performs professional auditing work of considerable difficulty and complexity, planning and leading audits, and providing lead and work direction to other professional auditors. Performs related work as required.

**TYPICAL DUTIES AND RESULTS** (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Plans, supervises and conducts audit assignments reviewing the efficiency, economy and effectiveness of departmental operations or the adequacy of internal controls and financial statements, and to verify compliance to contractual requirements.
- Reviews, or leads others in the review of, City program objectives, program results, organizational structure, administrative processes, fiscal procedures and controls, to determine operational and program consistency with established objectives and goals.
- Establishes audit objectives, time estimate, plan of work, and supervises data collection and documentation.
- Reports audit findings and makes recommendations for improving the administration and fiscal operation of the City, developing program objectives and performance standards.
- Plans, assigns and schedules the work of assistants; trains and evaluates and provides developmental experiences for assigned staff on various audit assignments.
- Consults with departmental and administrative personnel regarding audit scope and approach and secures the audited department's cooperation in the successful completion of the audit and acceptance of the findings and recommendations.

**Typical End Results Include:** Provides information to City management regarding achievement of operational objectives, assures compliance of City operations with applicable laws, policies and procedures; promotes economical, efficient, effective operations; determines department's progress toward meeting stated objectives; identifies possible problems, improves the efficiency and effectiveness of City programs; assures the safe guarding of assets; coordinates with external auditors in the audit of City financial reports.

**DISTINGUISHING CHARACTERISTICS**

The class of Senior Auditor differs from the next lower class, Auditor II, in that incumbents are responsible for leading, performing and completing audits of greater complexity and difficulty. Senior Auditors are typically assigned to lead an audit team, and are responsible for ensuring that the work is completed on time and according to the audit plan. This class differs from the class of Supervising Auditor, in that incumbents of the latter class have full supervisory responsibility for professional auditors, making work assignments, providing guidance, and ensuring the completeness and objectivity of audit

reports.

## QUALIFICATIONS

### Minimum Knowledges, Skills and Abilities

- Knowledge of the theory and practices of auditing, accounting, management and organization, systems and operations, as applied to a broad range of City departments.
- Knowledge of generally accepted auditing and accounting standards, such as Institute of Internal Auditors, General Accounting Office, and other standards applied to governmental auditing and accounting.
- Knowledge of the principles and practices of supervision and training.
- Ability to use professional analytical tools, such as statistics, flow charting, PERT, and decision table.
- Ability to establish good working relationships.
- Ability to communicate effectively, both orally and in writing.
- Ability to compose clear, concise, accurate reports, using audit data gathered by self or others.
- Ability to supervise other professionals in gathering and analyzing data.

### Competency Knowledges, Skills and Abilities

- Knowledge of City procedures and systems, both manual and computerized, and EDP system applications.
- Knowledge in depth of City operations, staffing, budget and financial processes.
- Knowledge of City Municipal Codes and Council ordinances.
- Ability to recognize and evaluate the materiality and significance of deviations from good business practice and recommend appropriate solutions to problems.
- Ability to gain compliance of auditees in completing the audit and in implementing the recommendations contained in the audit report.

### Training and Experience

Any combination of training and experience equivalent to successful completion of advanced undergraduate course work in business administration or accounting from an accredited college or university, including eighteen (18) semester units in accounting, and four (4) years of progressively responsible professional auditing or accounting experience, including two (2) years experience at the level of Auditor II with the City of San Jose. There will be no substitution for the required units in accounting.

### Licenses/Certificates

Possession of a valid California driver's license may be required.

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