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| Job Title: | Internal Auditor |
| Department: | City Manager |
| Reports to: | City Manager or designee |
| FLSA Classification: | Exempt |
| Safety Sensitive Type: | Safety Sensitive |
| Effective Date: | 10/19/2022 |
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| Job Summary: | Under the direction of the City Manager, develops and administers a comprehensive city-wide internal audit program, provides an independent appraisal activity established within the City as a service to the organization, performs internal audits of City activities ensuring that audits are adequate in scope, that all pertinent facts are developed, and that detailed reports are prepared and distributed to management.  Performs the duties necessary to maintain an internal audit program in accordance with generally accepted auditing standards. Performs financial and compliance audits of City departments, operations and other relevant third-party entities. |
| Essential Job Functions: | Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.   1. Develops, tests, and implements an annual audit work program related to internal auditing for the City using a risk-based, value-added approach. 2. Prepares and documents audit procedures, including identifying standards, developing criteria, and selecting appropriate methodologies to meet the audit objective. 3. Plans and performs internal audits, investigative services, and audit tests that promote good government business practices and assess the effectiveness of the City’s adopted internal controls. 4. Develops audit reports that present findings and recommendations to City management, department directors, managers, and supervisors in written, verbal, and graphic formats. Ensures audit work is supported by competent, relevant evidence. 5. Combines critical thinking skills, technical experience, and project management techniques to plan, conduct and report audit findings within established timelines. 6. Communicates effectively with City management and departments. Skilled in persuading levels of management to change procedures and controls. 7. Performs follow-up on audit recommendations in an efficient and effective manner. Investigates allegations of fraud and wrongdoing. 8. Supports and assists independent audit firm with the annual audit process and review of internal control. 9. Completes special audit and financial projects as assigned; Assists all external, Federal, State, and other agencies in reviewing the operations of various City departments. 10. Participates in city-wide project teams. 11. Must maintain confidentiality and integrity of City documents and information. 12. Performs all other related duties as assigned. |
| Conditions of Employment: | 1. Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration. 2. Applicant must take and pass a pre-employment drug test administered by the City of Edinburg at the City’s expense. 3. Valid Class “C driver’s license from the Texas Department of Public Safety with a satisfactory driving record. 4. Bilingual English/Spanish Preferred. |
| Required Education: | Bachelor's Degree in Accounting, Business, Public Administration or related field required. |
| Education Preference: | Certifications of Certified Public Accountant and/or Certified Internal Auditor strongly preferred. |
| Educational Substitute: | Not Applicable |
| Required Work Experience: | Two (2) years of progressively responsible auditing experience required. |
| Experience Preference: | Governmental accounting or auditing experience preferred. |
| Supervisory Experience Requirement: | Not Applicable |
| Required Knowledge, Skills, & Abilities | 1. Knowledge of municipal financial, legal and political environments of and municipal operations. 2. Knowledge of internal controls development and the cost/benefit relationship. 3. Thorough knowledge of professional accounting and internal and/or external audit theory. 4. Thorough knowledge of generally accepted accounting practices and procedures (GAAP). 5. Ability to communicate complex concepts and express ideas clearly and concisely, both orally and in writing. 6. Ability to work with various accounting and financial systems and database applications. 7. Ability to effectively present information publicly to staff, management, and other groups/organizations. 8. Ability to plan, organize and prioritize a variety of work assignments and projects. 9. Ability to perform work accurately and thoroughly. 10. Ability to accept responsibility and account for his/her actions. 11. Ability to follow instructions, safety practices and standard operating procedures in performing assigned tasks. 12. Ability to be punctual and attend work regularly 13. Ability to form and maintain effective relationships regardless of their age, gender, race, ethnicity, religion, or job type. 14. Skilled in the use of personal computer and software programs including Microsoft Office Suite and/or Google Apps. 15. Demonstrates strong interpersonal skills with ability and willingness to work effectively with others. |
| Equipment Materials: | General office and safety equipment/materials to include but not limited to the following:   * Personal computer * Copier/Fax Machine * Printer/Scanner * Calculator * Telephone * Vehicle * Software |
| Work Conditions: | The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  The employee works under typical office conditions, and the noise level is usually quiet. Occasional driving is required to attend business and public meetings. |
| Mental Demands: | While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks; work with constant interruptions; and interact with staff and the public. |

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| Physical Demands | | | | | | | | | | | | | | | | | |
| **Environmental Conditions:** | | | | | | | | | | | | | | | | | |
| **HEALTH AND SAFETY** | | | | | | **ENVIRONMENT FACTORS** | | | | | | | **PRIMARY WORK LOCATION** | | | | |
| Mechanical Hazards | | | |  | | Respiratory Hazards | | | | | |  | Office Environment | | | |  |
| Chemical Hazards | | | |  | | Extreme Temperatures | | | | | |  | Warehouse | | | |  |
| Physical Danger or Abuse – upset customers | | | |  | | Expressing/Exchanging Spoken Word | | | | | |  | Closed Quarters/Crawl Spaces | | | |  |
| Fire Hazards | | | |  | | Noise | | | | | |  | Vehicle | | | |  |
| Explosives | | | |  | | Wetness/ Humidity | | | | | |  | Outdoor Environment | | | |  |
| Communicable Diseases | | | |  | | Vibration | | | | | |  | Inside Environment | | | |  |
| Electrical Hazards | | | |  | | Physical Hazards | | | | | |  | Shop | | | |  |
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| **Visual Acuity:** | | | | | | | | | | | | | | | | | |
| Near Visual | | | |  | | Clarity of vision at approximately 20in or less (i.e., working with small objects or reading small print), including use of computers. | | | | | | | | | | | |
| Far Visual | | | |  | | Clarity of vision at 20ft or more. This is not just the ability to see a person or object, but the ability to recognize features as well. | | | | | | | | | | | |
| Peripheral Vision | | | |  | | Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point. | | | | | | | | | | | |
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| **Physical Activities:** | | | | | | | | | | | | | | | | | |
| **TASK** | | | | | **FREQUENCY** | | | | **PERFORMANCE** | | | | | | | | |
| N = Never  (never occurs) | R – Rarely  (less than 1 hour a week) | | | | | | | O = Occasionally  (up to 1/3 of the time) | | | F = Frequently  (from 1/3 to 2/3 of the time) | | | | C = Continuously  (2/3 or more of the time) | | |
| Climbing | | | | R | | | | | Ascending of descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. | | | | | | | | |
| Stooping (bending at waist) | | | | O | | | | | Bending body downward and forward by bending spine at waist. | | | | | | | | |
| Kneeling (one or both knees) | | | | R | | | | | Bending legs at knee to come to a rest on knee or knees. | | | | | | | | |
| Lifting/Carrying | | | | O | | | | | Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. | | | | | | | | |
| Keyboarding | | | | C | | | | | Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-key numeric keypad. | | | | | | | | |
| Reaching (at or below shoulder level) | | | | F | | | | | Extending hand(s) and arm(s) in any direction. | | | | | | | | |
| Reaching Overhead | | | | O | | | | | Extending hand(s) and arm(s) higher that the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more. | | | | | | | | |
| Twisting/Turning (rotation) | | | | R | | | | | Rotating one part of the body in a direction away from or opposite to another part. Includes lateral rotation of the trunk and spine. | | | | | | | | |
| Handling (manipulated objects) | | | | C | | | | | Seizing, holding, grasping, turning or otherwise working with hands. | | | | | | | | |
| Standing | | | | F | | | | | Remaining upright on the feet, particularly for sustained period of time. | | | | | | | | |
| Walking | | | | O | | | | | Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. | | | | | | | | |
| Sitting | | | | C | | | | | Remaining in a seated position for extended periods of time without being able to leave the work area. | | | | | | | | |
| Grasping (whole hand activities) | | | | C | | | | | Applying pressure to an object with the fingers and palm. | | | | | | | | |
| Pushing/Pulling | | | | O | | | | | Using upper extremities to press against something with steady force, in order to thrust forward, downward or outward. Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. | | | | | | | | |
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| **Physical Requirements:** | | | | | | | | | | | | | | | | | |
| **TASK** | | | **WEIGHTS** | | | | **CHECK IF APPLICABLE** | | | **PERFORMANCE** | | | | | | | |
| Sedentary Work | | | Up to 10 lbs. | | | |  | | | Exerting up to 10lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. | | | | | | | |
| Light Work: | | | Up to 20 lbs. | | | |  | | | Exerting up to 20lbs of force occasionally, and/or up to 10lbs of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. | | | | | | | |
| Medium Work: | | | Up to 50 lbs. | | | |  | | | Exerting up to 50lbs of force occasionally, and/or up to 20lbs of force frequently, and/or up to 10lbs of force constantly to move objects. | | | | | | | |
| Heavy Work: | | | Up to 100 lbs. | | | |  | | | Exerting up to 100lbs of force occasionally, between 2 persons, and/or in excess of 50lbs of force frequently, and/or up to 20lbs of force constantly to move objects. | | | | | | | |
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| Authorization: | | I have reviewed this description and understand the requirements and responsibilities of the position.  \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Print Name Signature of Employee  The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change. | | | | | | | | | | | | | | | |