



City of Denton Job Description

Effective Date:	12/19/2006
Revision Date:	10/11/2016
Job Code:	CC Appointed
Market Band:	
FLSA Designation:	Exempt

Title: City Auditor

Department/Division: General Government / Internal Audit

Reports to: City Council

Definition: Responsible for providing an independent appraisal of City operations to ensure policies and procedures are in place, information is accurate and reliable, assets are properly recorded and safeguarded, risks are identified and minimized, resources are used economically and efficiently, and the City's objectives are being achieved. The City Auditor is responsible for directing all internal audit functions for the City of Denton, ~~through subordinate staff~~, to eliminate waste, fraud and abuse. The City Auditor is appointed by the City Council and reports to the City Council.

Essential Job Functions:

The position will have two distinct roles:

- The first role will be of a financial, internal control and compliance auditing nature, for which all results are reported directly to the City Council or Audit/Finance Committee.
- The second role will include management requests for reviews related to the operations and performance of the organization and its programs, for which the results are reported directly to the City Manager and the appropriate members of management.

This distinction is made to allow the organization to improve its operations and programs, utilizing the internal auditor's expertise in process improvement.

Financial, Internal Control and Compliance Auditing Functions

- Develops an annual and 5-year internal audit plan based on the needs of the organization and risk assessment.
- Conducts compliance audits to ensure the City is operating within federal, state, and local regulations; in accordance with City policies; and in accordance to third party contracts.
- Reviews and analyzes quarterly financial statements presented by Finance personnel.
- Conducts financial, internal control and compliance audits, or special reviews, as requested the City Manager or City Council.
- Presents formal reports to the City Council or Audit/Finance Committee including the findings, results, and recommendations of the audits performed.
- Tracks and provides follow-up or implementation feedback on prior audit recommendations.
- Coordinates, in cooperation with the Chief Financial Officer, the Audit/Finance Committee information including the agenda, document presentation, and meeting minutes.
- Prepares and administers the Internal Audit organizational reports such as the Internal Audit annual budget, performance report, 5-year and annual internal audit plan, and monitors expenditures.

Operations and Performance Review Functions

- Develops and implements an annual internal audit program to aid City management in evaluating the effectiveness and efficiency of City operations, as well as the effectiveness of operational internal controls.
- Conducts operational and performance reviews to evaluate operational effectiveness and efficiency as well as the adequacy of the related internal controls, as requested by the City Council or City Manager.
- Provides management with reports including the findings and related recommendations on the reviews performed.
- Performs special reviews or projects requested by the City Manager, where the use of internal audit expertise would prove beneficial to the organization.
- Facilitates operational self-assessment teams to assist City departments improve operations.
- Reviews contracts with third parties, when necessary, to ensure the financial interest of the City and administrative capabilities are adequately addressed.
- Obtains management buy-in on recommendations to assure implementation.
- Tracks and provides follow-up or implementation feedback to the City Council and City Manager.

Additional Duties:

- Performs other duties as assigned.

Physical Requirements:

Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

☒ Sedentary ☐ Light ☐ Medium ☐ Heavy ☐ Very Heavy

Physical Demand Codes: The following describes if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Codes for “how often”:

Y = Yes

N = No

E = extensive
(100-70%)

M = moderate
(60-30%)

I = infrequent
(20-10%)

A = almost never
(<10%)

Task	Code	Task	Code	Task	Code	Task	Code
1. Standing	A	6. Pushing/Pulling	A	11. Crawling	A	16. Vision	Y
2. Sitting	M	7. Overhead Work	A	12. Bending	A	17. Hearing	Y
3. Walking	M	8. Fine Dexterity	M	13. Twisting	A	18. Talking	Y
4. Lifting	A	9. Kneeling	A	14. Climbing	A	19. Video Display	Y
5. Carrying	A	10. Crouching	A	15. Balancing	N	20. Other	

Machines, Tools, Equipment and Work Aids:

The essential functions of this position require the daily use of a computer and telephone.

Environmental Factors:

The essential functions of this position are performed in an office environment and occasional site visits to different departments.

Minimum Qualifications:

- Master's degree in an area of specialization directly related.
- ~~Two~~Five years experience in internal or external audit, preferably in local government.

Acceptable Equivalency:

- Bachelor's degree in an area of specialization directly related.
- ~~Four~~Ten years experience in internal or external audit, preferably in local government.

OR

- Any combination of education, experience, and/or certifications that will provide the necessary knowledge and skills to be an effective Internal Auditor.

Conditions of Employment:

- Must have excellent analytical skills and verbal and written communication skills in order to perform audits and write/present audit reports to City Council, Audit/Finance Committee, and management.
- Must have a valid Class "C" Driver's License prior to employment.
- Must pass a drug test, driver's license check, criminal history background check, and credit check.

Preferences:

- Certified Internal Auditor.
- Strong background in financial analysis and auditing.
- Proficient in Microsoft Office products including Word, PowerPoint, Excel, and Access.
- Proficient in data analysis software such as ACL.
- Familiar with flowcharting software.
- Bilingual in Spanish and English.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.