

PRINCIPAL INTERNAL AUDITOR**Definition**

Under general direction, plans organizes and directs the activities of the Internal Audit Program within the Finance Department.

Distinguishing Characteristics

Principal Internal Auditor is a single-position class assigned to the Budget and Management Studies Division of the Finance Department. Reporting to the Controller, the incumbent has ongoing, overall responsibility for management functions including personnel management, organizational analysis and development, budget development and coordination, developing and monitoring operating policies and procedures, and supervision of subordinate staff. This class differs from Internal Auditor in that the incumbent exercises considerable independent judgment relating to the management of the program and performs more complex auditing duties. This is an unclassified position in which the incumbent serves at the will of the department director.

Typical Duties

(May include but are not limited to the following)

Under the direction of the City Manager and the Controller, assists in the development of policies and procedures for carrying out the broad overall policies of the program.

Plans, organizes, supervises and reviews the work of subordinate staff engaged in conducting audits within the Internal Audit Program.

Assists in the preparation of audit reports.

Acts as a liaison between City departments and Internal Auditors.

Discusses interpretation of policies and procedures with personnel supervised to ensure that work is accurate and properly coordinated.

Analyzes, reviews and revises methods, procedures and forms used in the program.

Renders decisions on audit issues identified through audit.

Confers with and advises the department director and management personnel on audit results.

Develops the budget at the program level including recovery of costs through a cost allocation to City departments.

Monitors budgetary, accounting, records management and other administrative functions of the program.

Performs related duties as assigned.

Knowledge, Skills and Ability

(The following are a representative sample of the KSA's necessary to perform essential duties of the class)

Knowledge of generally accepted accounting and auditing principles, methods and their application to governmental and commercial accounting systems.

Knowledge of modern office methods, practices, and procedures including data processing procedures and equipment.

Knowledge of computer systems and procedures.

Knowledge of the general principles of public finance, governmental budgeting and reporting, cost accounting and accepted management practices in public administration.

Ability to analyze a variety of administrative issues and to make sound policy and procedural recommendations regarding their solutions.

Ability to interpret and analyze a wide variety of government codes and ordinances.

Ability to follow through with minimum direction and maintain strict timetables for the completion of assigned activities.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with the public, governmental officials and other employees.

Minimum Requirements

Graduation with a Bachelor's degree from an accredited college or university in business or public administration, accounting or related field, and at least two (2) years of auditing experience, preferably with government agencies, and two (2) years of supervisory experience.

Possession of a valid license as a Certified Public Accountant by the State of California Board of Accountancy and/or a certified Internal Auditor Certificate is desirable but not required.

Special Requirement(s)

Possession of a valid California Driver's License is required at time of appointment.

APPROVED: (Signature on File)
Director

DATE: 09/24/2003