

MAJOR FUNCTIONS

This is a responsible executive management level position directing the Auditing Department under the administrative direction of the City Commission. The incumbent serves as an independent appraiser of operations within the City's organization, by reviewing and evaluating activities, both financial, operational, and performance activities, as a service to the City Commission and management. Duties include reviewing and appraising financial and managerial control systems; determining compliance with applicable laws, regulations, and policies; verifying the sufficiency, relevance and reliability of financial, statistical, and performance data; appraising the economy, efficiency, and effectiveness of City operations; and recommending measures for improvements. The employee is appointed by and directly responsible to the City Commission.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Job Duties**

Prepares and administers department budget. Hires, trains, supervises and evaluates subordinate professional and clerical staff. Prepares annual and long-range internal audit plans for the approval of the City Commission. Supervises the operations of the internal audit functions, including the direction of task force audit activities and the assignment and coordination of the activities of the Auditors (internal). Initiates financial, management, operational, performance and compliance audits as required. Schedules and supervises the performance of audits to insure the validity, authenticity, and legality of expenditures. Evaluates agency internal control systems and procedures. Makes recommendations concerning the modification or establishment of methods of internal control. Reviews results of audits performed by the Auditors (internal). Makes reports of findings and recommendations to the City Commission and Audit Committee. Performs related work as directed by the City Commission and Audit Committee.

Other Important Duties

Serves on committees, boards, and commissions as needed. Identifies training and developmental opportunities for staff and coordinates their attendance at same. Keeps abreast of changes in procedures/requirements of the internal auditing profession. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Extensive knowledge of the principles and practices of municipal budgeting, financial reporting, accounting, auditing and operational evaluation. Considerable knowledge of Government Auditing Standards and the Standards for the Professional Practice of Internal Auditing. Considerable knowledge of the structure, procedures, and division of responsibilities characteristic of the City Manager form of municipal government. Ability to communicate clearly, concisely and effectively, verbally and in writing. Ability to work effectively with an elected legislative body. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to maintain objectivity and professional integrity in all circumstances. Ability to effectively supervise a highly skilled professional staff. Compliance with the code of ethics and standards of the internal auditing profession.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration, finance, accounting, or a related field or certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA) and eight years of auditing, accounting, governmental fiscal administration, organizational management, or related experience, two years of which must have been at the senior management level or higher; or an equivalent combination of training and

experience. Three years of supervisory experience is required and may be part of the required experience or another portion of the applicant's work history.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

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