

AUDITOR-LEAD and AUDITING SPECIALIST

(Office of the Comptroller)

THE PURPOSE: The purpose of these critical positions is to conduct complex financial and/or operational audits of various City departments, boards and commissions, including examinations of programs and functions that cross organizational lines.

ESSENTIAL FUNCTIONS:

- ♦ Audits the efficiency and effectiveness of City operations.
- ♦ Audits internal controls related to financial and operating procedures.
- ♦ Audits operating procedures for compliance with applicable laws, regulations, and standard management practices.
- ♦ Audits accounting procedures for compliance with applicable laws, regulations and standard accounting practices.
- ♦ Prepares detailed reports on audit findings and recommendations.
- ♦ Prepares work papers that document the conduct of the audit and provide adequate support for audit findings and recommendations.

In addition, the Auditor-Lead performs the following functions:

- ♦ Assists management with the supervision of personnel on audit assignments, the development of work plans, audit scopes and objectives, and review of audit work papers.
- ♦ Attends and leads audit meetings and presentations.

MINIMUM REQUIREMENTS:

1. A Bachelor's Degree with a major in accounting or a related field from an accredited college or university.
2. A minimum of two years of progressively responsible professional auditing experience gained in an internal auditor or external auditor position.
IMPORTANT NOTE: The Auditor-Lead position requires a minimum of three years of the type of experience described in #2.
3. Residence in the City of Milwaukee within six months of appointment and throughout employment.

DESIRED QUALIFICATIONS:

- ♦ Certification as a CIA (Certified Internal Auditor) or CPA (Certified Public Accountant).

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS REQUIRED:

- ♦ Ability to develop audit findings and make recommendations for corrective action.
- ♦ Ability to communicate exceptionally well, both orally and in writing.
- ♦ Ability to carry out assignments with minimal supervision.
- ♦ Proficiency with computers, including knowledge of spreadsheet software.
- ♦ *Ability to effectively supervise and provide guidance to staff members engaged in auditing activities.
(*Auditor-Lead)

CURRENT SALARY RANGES:

Auditor-Lead (007): \$52,469-\$73,453 annually with excellent benefits. Recruitment is normally at the beginning of the range.

Auditing Specialist (006): \$49,222-\$68,917 annually with excellent benefits. Recruitment is normally at the beginning of the range.