

AUDITING MANAGER

Recruitment #1606-5105-001

List Type Original

Requesting Department COMPROLLER

Open Date 7/8/2016 2:45:00 PM

Filing Deadline 7/29/2016 11:59:00 PM

HR Analyst Marti Cargile

INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

PURPOSE

Don't miss out on this opportunity to put your professional auditing and supervisory experience to work in this rewarding position heading up the City of Milwaukee's Internal Auditor Division! Lead a team of auditors engaged in analyzing and making recommendations to resolve complex issues facing the City. Achieve greater work-life balance, and enjoy serving in a position requiring only occasional work-related travel.

Under the general direction of the Comptroller and Deputy Comptroller, the Auditing Manager is responsible for managing the Internal Audit Division and ensuring that high risk areas of the City are audited consistently and professionally for quality work in order to decrease risk and improve operations of City departments. Through these audits, the manager is responsible for managing and improving financial as well as operational internal controls for various programs across City departments.

ESSENTIAL FUNCTIONS

Internal Audit Division Management:

- Direct the Internal Audit Division's daily activities, including managing efficient and effective internal audits of City departments by providing on-the-job training to auditors and providing added supervision in complex new audits.
- Guide auditors' career development, and ensure that they meet their continuing professional education requirements.
- Oversee the operations of the Fraud hotline.
- Lead and supervise auditors, support staff, and consultants, including assigning duties, monitoring work in progress, appraising performance, and making hiring recommendations.

Strategic Planning:

- Develop a strategic audit plan for the current and upcoming year through performing risk assessments, determining audit feasibility from various City-wide requests of elected officials and department heads and other such identified risks that may be present within the City, and taking into consideration compliance and statutorily required audits per City ordinance.

Quality Control and Compliance:

- Design and implement all audits to comply with City audit policies and procedures.
- Ensure that audit policies and individual audits comply with Generally Accepted Government Auditing Standards (GAGAS, also known as Yellow Book standards) and that final audit reports are written in compliance with GAGAS.
- Periodically monitor audit policies and procedures to ensure quality control and compliance to GAGAS.

Audit Oversight:

- Review audit scopes, objectives, and plans and testing procedures planned for individual audits as each audit is executed.
- Guide audit staff through audits to ensure quality audit work product, solid teamwork through audits, and development for individual auditors.
- Aid in handling complex issues; smooth communication, including attending important meetings; and deal with other issues that may arise throughout audit to ensure proper audit completion and quality work product for project.
- Monitor completion of each audit project and final audit work product.
- Review final audit recommendations, and attend exit conferences to facilitate proper communication between auditee and audit team.
- Review completed audit report with accompanying audit responses from department for appropriateness.
- Issue and sign final audit report, properly distribute to interested parties, and finally, provide to appropriate bodies or committees for final presentation.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Bachelor's Degree with a major in accounting, business administration, finance, or a closely related field from an accredited college or university.
2. Four years of progressively responsible professional auditing experience gained in a professional internal auditor or external auditor position, performing financial, compliance, operational, and/or performance auditing, including two years of supervisory experience.
3. One or more of the following certifications: Certified Public Accountant (CPA), Certified Internal Auditor® (CIA®), or Certified Government Auditing Professional® (CGAP®).

Equivalent combinations of education and experience may also be considered.

IMPORTANT NOTE: College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your

transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

- Public sector auditing experience and working knowledge of Generally Accepted Government Auditing Standards (GAGAS).

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Broad understanding of municipal government policies, procedures, and underlying internal controls.
- Knowledge of auditing guidelines, professional standards, and best practices, especially those unique to government, and including the Committee of Sponsoring Organizations of the Treadway Commission (COSO) Internal Control-Integrated Framework.
- Sound auditing skills: ability to evaluate internal controls, programs, and functions for effectiveness, efficiency, and compliance with laws, regulations, and policies; to make recommendations for improvement; and to develop well-written, well-documented audit reports.
- Knowledge of financial accounting and reporting processes and practices, including Generally Accepted Accounting Principles (GAAP).
- Knowledge of the capabilities of information technology (IT) and data processing systems to streamline operations, as well as knowledge of the Control Objectives for Information and Related Technologies (COBIT) framework for IT management and governance.
- Proficiency using office productivity and enterprise software.
- Ability to read, analyze, and interpret complex technical, financial, and legal documents.
- Knowledge of mathematics and the ability to make accurate calculations.
- Ability to analyze and solve complicated problems; decision-making skills and sound judgment.
- Ability to employ innovative approaches to meeting and resolving assignments and critical issues.
- Ability to plan, organize, and prioritize work to achieve objectives within deadlines.
- Skill in performing strategic planning, project management, and risk assessment.
- Superior written communication skills: ability to write in a clear, accurate, and organized manner.
- Effective oral communication and presentation skills; ability to clearly convey information one-on-one and before groups in a fair and impartial manner.
- Customer focus and a dedication to exceptional service delivery.
- Interpersonal skills and the ability to build rapport and maintain open lines of communication with department heads and other City managers, elected officials, fellow staff, direct reports, consultants, and outside parties.
- Leadership, supervisory, and training skills: ability to assign duties, set performance standards, provide guidance and training, monitor work in progress, evaluate performance, and make hiring recommendations.
- Ability to hire and manage outside consultants for special projects and audits.
- Ability to perform well under pressure, maintain professional judgment, and withstand possible attempts to influence audit proceedings.
- Ability to represent the department with professionalism, honesty, and integrity.
- Ability to comply with all applicable legal requirements as well as to maintain confidentiality and information security.

Auditing Manager (Comptroller's Office)

- Commitment to professional development and staying abreast of best practices in governmental auditing.

CURRENT SALARY

The current starting salary (Pay Range **1IX**) for City of Milwaukee residents is **\$75,478.26** annually, and the non-resident starting salary is \$73,627. *Appointment above the minimum – up to \$93,593 – requires approval and will be based on qualifications and experience.*

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health, and dental benefits, paid time off including vacation, 11 holidays, sick leave accrual, and much more.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations and the Office of the Comptroller reserve the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE: The examination will be held as soon as practical after **July 29, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: www.milwaukee.gov/der. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.