

AUDITOR-LEAD **(Office of the Comptroller)**

The eligible list resulting from this examination may be used to fill similar positions.

Benefits of Working for the City of Milwaukee

*Defined benefit pension plan * 457 deferred compensation plan * Health and dental insurance **

Long-term disability insurance

*Group life insurance * Tuition reimbursement * Paid vacation, holidays, and sick leaves **

Professional and innovative work environment

*No travel * Satisfaction of working in a highly respected municipal government and
contributing to the Milwaukee community*

THE PURPOSE: Conduct internal audits of City departments and operations, as well as special management reviews. These audits evaluate internal control, economy, efficiency, effectiveness, compliance with applicable laws, regulations, management policies, and standard accounting practices. Audits are a significant part of the City's internal financial and management control.

ESSENTIAL FUNCTIONS:

- ◆ Plans and administers audits, including preliminary research, preparation of audit scopes, work plans, progress reports and correspondence.
- ◆ Performs audit procedures, including document and transaction examinations, inquiries and analysis.
- ◆ Prepares orderly, logical work papers that document and support the audit work and its findings and recommendations.
- ◆ Prepares clear, detailed reports.
- ◆ Leads audit teams, including reviewing and approving audit work products.
- ◆ Participates in audit team meetings and in the presentation of audit reports to Common Council committees.
- ◆ Performs other duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree with a major in accounting or a related field from an accredited college or university.
2. Three years of progressively responsible professional auditing experience gained in an internal auditor or external auditor position.
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:

- ◆ Knowledge of current professional standards in accounting and auditing.
- ◆ Ability to develop audit findings and make recommendations for corrective action.
- ◆ Strong math, analytical, and problem-solving skills, as well as ability to make sound decisions.

Auditor-Lead (Comptroller)

- ◆ Attention to detail.
- ◆ Ability to communicate exceptionally well, both orally and in writing.
- ◆ Honesty and integrity.
- ◆ Professional demeanor.
- ◆ Interpersonal skills; ability to work effectively with all levels of employees, contractors and consultants, and elected officials.
- ◆ Ability to work independently with minimal supervision.
- ◆ Proficiency with computers, including knowledge of spreadsheet and word software.
- ◆ Ability to prioritize, organize, and accomplish work.
- ◆ Ability to effectively lead/provide guidance to staff members engaged in auditing activities.

THE CURRENT PAY RANGE (578) is: \$54,189 to \$75,860 annually, with excellent benefits. Recruitment is normally at the beginning of the pay range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves 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.

The examination will be held as soon as practical after **August 15, 2011**. 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 by mail of the date, time and place of the examination.