

AUDITOR

Recruitment #1602-0335DC-001

List Type Original

Requesting Department COMPTROLLER

Open Date 3/28/2016 4:45:00 PM

Filing Deadline 4/22/2016 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

Take your auditing career to the next level in this challenging role with the City of Milwaukee. Working in-house as part of a synergistic auditing team, come to work every day knowing that you will learn something new, analyze and make recommendations to solve complex problems, and make a real difference for the citizens of Milwaukee.

Under the direction of the Audit Manager, the Auditor is responsible for conducting audits of City departments and agencies according to Internal Audit's risk-based audit plan. These audits evaluate internal controls, and efficiency and effectiveness of programs and functions, and compliance with applicable laws, regulations, and internal policies. Audit reports are provided to management and appropriate elected officials to communicate findings and recommendations for improvement. The internal audit function is a significant part of safeguarding City assets, resources, and productivity in order to provide quality services and accountability to the community.

Essential Functions

- Conduct planning for performance audits by researching scope of audit, formulating work plan, and preparing announcement letters and progress reports of audit.
- Perform audit procedures, including walkthroughs and interviews, test procedures including onsite reviews, examinations of documents and transactions, and inquiries and analyses of processes audited.
- Prepare orderly, logical work papers that document and support the audit work performed.
- Clearly document findings and related recommendations in the workpapers for final review before report.
- Prepare clear and detailed reports.
- Meet continuing education requirements of auditing standards and professional certifications.
- Participate in audit process improvement.

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, communications, or a closely related field from an accredited college or university.
2. Two years of progressively responsible professional auditing experience gained in an internal auditor or external auditor position, performing financial, compliance, operational, and/or performance auditing.

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

- Certification as a Certified Internal Auditor® (CIA®), Certified Public Accountant (CPA), or Certified Government Auditing Professional® (CGAP®).

Knowledges, Skills, Abilities & Other Characteristics

- Knowledge of auditing guidelines, professional standards, and best practices.
- Knowledge of financial accounting and reporting processes and practices.
- Knowledge of or ability to learn the organization's structure, business, and management practices.
- Knowledge of the capabilities of information technology to streamline operations.
- Ability to read, analyze, and interpret technical, financial, legal, and governmental documents.
- Knowledge of mathematics and the ability to make accurate calculations.
- Proficiency using office productivity software such as Microsoft Office.
- Ability to analyze and solve complex problems; decision-making skills and sound judgment.
- Ability to use an evidence-based approach to reach reliable and reproducible audit conclusions regarding problem areas, weaknesses, and opportunities.
- Ability to identify and develop audit findings and make recommendations for improvement.
- Ability to plan, organize, and prioritize work to achieve objectives within deadlines.
- Effective oral communication and presentation skills; ability to clearly convey information one-on-one and before groups in a fair and impartial manner.
- Written communication skills, demonstrating the ability to write clear, accurate, and organized audit reports.

- Interpersonal skills, including the ability to work effectively, diplomatically, and respectfully with all levels of staff, contractors, and elected officials.
- Customer focus and a dedication to exceptional service delivery.
- Ability to work independently when given direction and with minimal supervision.
- Ability to perform well under pressure, maintain professional judgment, and withstand possible attempts to influence audit proceedings.
- Ability to comply with all applicable legal requirements as well as to maintain confidentiality and information security.
- Ability to represent the department with professionalism, honesty, and integrity.
- Commitment to staying abreast of current best practices in accounting and auditing.

Current Salary

THE CURRENT STARTING SALARY (PAY RANGE 2GX) for City of Milwaukee residents is **\$51,469** annually, and the non-resident starting salary is \$50,206. Appointment above the minimum – up to **\$63,825** – 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 **April 22, 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: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting*

an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.

Additional Information

APPLICATION PROCEDURE:

- Applications can be accessed by visiting www.jobaps.com/MIL.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

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