

ASSOCIATE AUDITOR

Recruitment #2112-0334DC-001

List Type	Original
Requesting Department	COMPTROLLER
Open Date	12/17/2021 3:00:00 PM
Filing Deadline	1/21/2022 11:59:00 PM
HR Analyst	Jeff Harvey

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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.

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

PURPOSE

Under the direction of the Audit Manager, the Associate Auditor conducts internal audits of City departments and operations, as well as special management reviews. These complex 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.

The Associate Auditor position is designed to be a training opportunity (underfill) for career advancement within the Comptroller's Office. The candidate selected in this process may be promoted to the title of Auditor (PG 2GX) following successful completion of the probationary period and after achieving two years of professional-level auditing experience.

ESSENTIAL FUNCTIONS

- Assist with audit procedures including walkthroughs, interviews, test procedures, control and risk assessments, onsite reviews, examination of documents and transactions and inquiry and analysis of processes.
- Prepare orderly, logical work-papers that document and support the audit work, with findings and recommendations clearly identified.
- Assist in report development and presentation preparation for Common Council committees. Participate in audit team and auditee meetings.
- Participate in audit process improvement.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- **Individuals who are appointed to a position must provide proof of being vaccinated against COVID-19 (i.e., received both doses of the Moderna or Pfizer or one dose of the Johnson & Johnson vaccine) prior to their start date or have an approved religious or medical accommodation within ten business days of their employment start date.**

MINIMUM REQUIREMENTS

1. Bachelor's degree in accounting, business administration, public administration, economics, finance or a related field from an accredited college or university. (Note: Students with an anticipated college graduation date in May 2022 may participate in the selection process but may not be hired until the related degree has been completed.)

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.

Equivalent combinations of education and experience may be considered, including obtaining a Master's Degree in either Business Administration or Public Administration in May 2022 (see #1 above).

DESIRABLE QUALIFICATIONS

- Working towards, or certification as a Certified Internal Auditor (CIA) , Certified Public Accountant (CPA), Certified Government Auditing Professional (CGAP), Certified Information Systems Auditor (CISA), Certified Fraud Examiner (CFE), or related.
- A master's degree or coursework toward a master's degree in Business Administration, Public Administration or a related field.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical

- Knowledge of auditing principals, procedures, standards and best practices.
- Ability to learn and apply an understanding of governmental organizational structure, business and management practice, processes and controls.
- Ability to evaluate risk and develop audit findings and recommendations for improvement.
- Ability to interpret complex job-related documentation, interpret data and perform calculations.
- Ability to use standard computer software, including word processing, spreadsheet and database.

Communication and Customer Service

- Customer focused, with a dedication to exceptional service delivery.
- Ability to work effectively in a diverse, collaborative, team-oriented environment.
- Ability to work effectively with employees throughout the organization, including management, contractors, and elected officials.
- Ability to work cooperatively and fairly with coworkers whose backgrounds may differ from one's own.
- Strong verbal communication skills.
- Ability to accurately express facts, data and statistics in writing.

Judgement/Organization/Analytical Skills

- Ability to work independently.
- Motivated self- starter who demonstrates professionalism, dependability, integrity and a positive, team-oriented attitude.
- Strong analytical, research, and audit/project participation skills.
- Ability to prioritize, organize and accomplishment of audits, projects and tasks in a timely manner.
- Ability to use sound judgement and maintain confidentiality.

CURRENT SALARY

The current salary range (Pay Range 2FX) is \$48,670-\$67,616 annually, and the resident incentive salary range for City of Milwaukee residents is \$50,130-\$69,644 annually. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

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 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.

INITIAL FILING DATE - The examination will be held as soon as practical after deadline listed above. 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.

ADDITIONAL INFORMATION

APPLICATIONS and further information may be accessed by visiting, www.jobapscloud.com/MIL.

- Applications and transcripts should be submitted no later than the deadline listed above.
- 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 at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202

CONCLUSION

EEO 202

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.