

AUDITOR

Recruitment #1805-0335DC-001

List Type	Original
Requesting Department	COMPTROLLER
Open Date	5/17/2018 10:15:00 AM
Filing Deadline	Continuous
HR Analyst	Deidre Steward

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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.

PURPOSE

Under the direction of Audit Manager, the Auditor is responsible for conducting and assisting with audits of City departments, operations and agencies according to Internal Audit's risk-based audit plan. These audits evaluate internal controls, risks, processes, efficiencies, effectiveness of programs and functions, and compliance with applicable laws, regulations, management policies, industry best practice, and standard accounting practices. Internal Audit is a significant part of the City's internal financial and management control assessment system that provides transparency and accountability to the community.

ESSENTIAL FUNCTIONS

- Conduct, or assist with, the planning and administration of internal audits by performing: preliminary research; planning, scope, and objective development; announcements and communications; and progress reports.

- Perform, or assist with, audit procedures including: walkthroughs; interviews; test procedures – control and risk assessments, onsite reviews, examinations of documents and transactions; and inquiry and analysis of processes.
- Prepare orderly, logical work papers that document and support the audit work with any findings and recommendations clearly identify, per a given criteria, for final review and reporting.
- Participate in detailed reporting development.
- Participate in audit team and auditee meetings.
- 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.

CONDITIONS OF EMPLOYMENT

- Meet continuing education requirements of auditing standards and professional certifications.

MINIMUM REQUIREMENTS

1. Bachelor's degree in accounting, finance or a related field from an accredited college or university.
2. Two years of progressively responsible professional auditing experience gained in an internal or external auditor position.

Equivalent combinations of education and experience may 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

- 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.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of auditing principals, procedures, standards and best practices.
- Knowledge of or willingness to develop an understanding of government organizational structure, business and management practice, processes and controls.
- Ability to evaluate risk and develop audit findings and recommendations for improvement.
- Ability to work independently, and with minimal supervision.
- Ability to work effectively in a diverse, collaborative, team-oriented environment.
- Ability to work effectively with all employees throughout the organization, management, contractors, and elected officials.
- Proficient oral and written communication skills.
- Strong analytical, research, and audit/project participation skills.
- Motivated self- starter who demonstrates professionalism, dependability, integrity and a positive, team-oriented attitude.
- Ability to prioritize, organize and accomplishment of audits, projects and tasks in a timely manner.
- Ability to interpret complex job-related documentation, interpret data and perform calculations.
- Ability to use standard computer software/programs: word processing, spreadsheet and database.
- Customer focused and a dedication to exceptional service delivery.
- Ability to maintain confidentiality; and demonstrate honest, ethical behavior; and use sound judgement.

CURRENT SALARY

The current salary range (Pay Range 2GX) for City of Milwaukee residents is \$51,469-\$72,063 annually, and the non-resident salary range is \$50,206-\$70,295 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 <http://city.milwaukee.gov/Benefits2018>.

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 – Internal Audit Division 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 **Thursday, June 14, 2018**. 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, <http://city.milwaukee.gov/jobs>.
- 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.

Click on a link below to apply for this position:

**Fill out the Supplemental Questionnaire and
Application NOW using the Internet.**

