

AUDITOR LEAD

Recruitment #1803-0336DC-001

List Type	Original
Requesting Department	COMPTROLLER
Open Date	5/17/2018 10:00:00 AM
Filing Deadline	6/14/2018 11:59:00 PM
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 general direction of the Audit Manager, the Auditor Lead conducts internal audits of City departments, operations, and agencies as well as special management reviews. These audits evaluate internal controls, risk, economy, efficiency, effectiveness, compliance with applicable laws, regulations, management policies, industry best practice, and standard accounting practices. The Auditor Lead assists with annual work plan development and supervises and monitors staff auditors to ensure productivity and timely completion of projects. 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

- Plan, administer and perform audits in compliance with Government Auditing Standards, including preliminary research, preparation of audit scopes, work plans, progress reports and correspondence.

- Lead, supervise and mentor audit teams; allocate responsibilities to associates, as necessary; review and approve audit work products.
- Effectively track and monitor staff auditor and audit/project schedules, milestones and time budgets to ensure timely completion of annual work plan, audits and work products.
- Perform audit procedures, including walkthroughs, interviews, test procedures, control and risk assessments, document and transaction examinations, and information analysis.
- Prepare orderly, logical work papers that document and support the audit work, findings, and recommendations.
- Participate, and lead, audit team and auditee meetings.
- Prepare clear, detailed reports for presentation to senior management and Common Council committees.
- 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 professional education (CPE) requirements of auditing standards and certifications.

MINIMUM REQUIREMENTS

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

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), Certified Government Auditing Professional (CGAP), Certified Information Systems Auditor (CISA), Certified Fraud Examiner (CFE), or related.
- Supervisory or in-charge auditor experience highlighting leadership, training, and mentoring.
- Government, performance/operations auditing experience utilizing "Yellow Book" standards.
- Demonstrated experience with project management.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of generally accepted accounting principles, generally accepted auditing standards, and generally accepted government auditing standards.
- Ability to use standard computer software/programs: word processing, spreadsheet and database.
- Ability to work effectively in a diverse, collaborative, team-oriented environment; and independently, with minimal supervision.
- Ability to work effectively with all levels of employees, management, contractors, consultants, and elected officials.
- Strong analytical, research, and audit/project participation skills.
- Proficient oral and written communication skills.
- Ability to effectively lead, develop and provide guidance to staff members engaged in auditing activities.
- Ability to plan, organize, prioritize, and accomplish multiple projects and assignments in a timely manner.
- Ability to develop audit findings and make recommendations for corrective action, and produce reports.
- Ability to interpret complex job-related documentation, perform calculations and effectively interpret data.
- Ability to perform work with a high degree of accuracy, detail and quality.
- Customer focus and dedication to exceptional service delivery.
- Ability to maintain confidentiality; and demonstrate honest, ethical behavior; and use sound judgement.
- Motivated self-starter professionalism, dependability, integrity and a positive team oriented attitude.

CURRENT SALARY

The current salary range (PG 2HX) for City of Milwaukee residents is \$54,865-\$76,806 annually, and the non-resident salary range is \$53,519-\$74,922. *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, May 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.

