

AUDITOR-LEAD and AUDITING SPECIALIST

(Office of the Comptroller)

THE PURPOSE: The purpose of these critical positions is to conduct complex financial and operational audits of various City departments, boards, and commissions, as well as to perform special management reviews, accounting-related projects, and examinations of programs and functions that cross organizational lines. The Auditor-Lead also assists management in the supervision of audit staff, including the planning, scheduling, and execution of assignments.

ESSENTIAL FUNCTIONS:

Both the Auditing Specialist and the Auditor-Lead perform these functions:

- ♦ Audits City financial, accounting, and operating procedures as well as programs with the goals of improving efficiency, economy, and effectiveness, strengthening internal controls, and ensuring compliance with applicable laws, regulations, management policies, and standard accounting practices.
- ♦ Prepares clear, detailed reports on audit findings and recommendations.
- ♦ Prepares orderly, logical workpapers that document the conduct of each audit and provide adequate support for audit findings and recommendations, including preparing audit plans, scopes, work programs, progress reports, and correspondence.
- ♦ Participates in audit teams and attends audit meetings.
- ♦ Performs other duties as assigned.

In addition, the Auditor-Lead performs the following functions:

- ♦ Assists management with scheduling assignments, supervising personnel on audit assignments, developing work plans, outlining audit scopes and objectives, and reviewing and approving audit workpapers.
- ♦ Participates in the presentation of audit reports to Common Council committees.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree with a major in accounting or a related field from an accredited college or university.
NOTE: Copies of transcripts should be submitted with application **-OR-** sent to the City of Milwaukee, Department of Employee Relations, ATTN: Marti Cargile, Human Resources Representative, 200 E Wells St, Rm 706, Milwaukee, WI 53202. (Student copies are acceptable.)
2. **Auditing Specialist:** Two years of progressively responsible professional auditing experience gained in an internal auditor or external auditor position.
Auditor-Lead: 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).
- ♦ Supervisory experience. (*Auditor-Lead*)

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- ♦ 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.
- ♦ Ability to communicate exceptionally well, both orally and in writing.
- ♦ Honesty and integrity.
- ♦ 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 software and reporting.
- ♦ Ability to prioritize, organize, and accomplish work.
- ♦ Ability to effectively supervise and provide guidance to staff members engaged in auditing activities. (*Auditor-Lead*)

CURRENT SALARY RANGES – Recruitment is normally at the beginning of the range:

- **Auditing Specialist (SG006):** \$50,206-\$70,295 annually, with excellent benefits.
- **Auditor-Lead (SG007):** \$53,519-\$74,922 annually, with excellent benefits.

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 **March 19, 2010**. 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.