

SENIOR AUDITOR

Recruitment #2104-0342DC-001

List Type	Original
Requesting Department	COMPTROLLER
Open Date	4/27/2021 11:45:00 AM
Filing Deadline	5/18/2021 11:59:00 PM
HR Analyst	Nola Nelson

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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

The Senior Auditor conducts complex internal audits of City departments, boards, commissions, programs, 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 component ensuring the City's internal financial and management control.

ESSENTIAL FUNCTIONS

- Efficiently plan, administer and perform complex audits in compliance with Generally Accepted Government Auditing Standards (GAGAS), including conducting preliminary research and preparing audit scopes, work plans, progress reports, and correspondence.

- Lead, supervise, and mentor audit teams; allocate responsibilities to associates as necessary; and 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, including the identification and communication of value-added recommendations and their related risks.
- 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.

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

- Meet continuing professional education (CPE) requirements of auditing standards and certifications.
- Travel within the City of Milwaukee as needed.
- Based upon each department's responses to the COVID-19 pandemic and the needs of each department, employees may be expected to work from home intermittently or continuously.

MINIMUM REQUIREMENTS

1. Bachelor's degree in accounting, finance, economics, business management, public administration, statistics, computer science or a closely related field from an accredited college or university.
2. Three years of professional auditing experience gained in an internal or external auditing position performing work related to the essential functions listed above.

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 or sent via email to staffinginfo@milwaukee.gov. 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 CPA (Certified Public Accountant), CIA (Certified Internal Auditor), CFE (Certified Fraud Examiner), or CGAP (Certified Government Auditing Professional).
- Supervisory experience.
- Demonstrated experience with project management.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical

- Knowledge of generally accepted accounting principles, generally accepted auditing standards, and generally accepted government auditing standards.
- Ability to conduct research and perform data collection and analysis, including the ability to apply statistical techniques to data, surveys, and audit/project preparation.
- Ability to understand a business operation, follow established procedures, and review for deficiencies through audit.
- Ability to read and interpret a wide variety of materials, including legislation, settlement agreements, policies, procedures, reports, and technical publications.
- Knowledge of the capabilities of information technology to transform and enhance operations and services.
- Ability to proficiently use spreadsheets, databases, word processing, and presentation software as well as statistical programs, enterprise systems, and personal productivity applications.
- Ability to develop audit findings, 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.
- General knowledge of municipal government organization and functions.

Communication and Interpersonal

- Exceptional written communication skills to be able to craft comprehensive, error-free audit scopes, work plans, progress reports, audit reports, and correspondence.
- Verbal communication skills to be able to share information and respond to questions clearly.
- Presentation skills to be able to deliver clear, detailed reports before senior management and Common Council committees.
- Customer focus and dedication to exceptional service delivery.
- Ability to work independently as well as within a collaborative, team-oriented environment.
- Ability to work effectively with all levels of employees, management, contractors, consultants, and elected officials.
- Ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.
- Ability to effectively lead, develop, and provide guidance to staff members engaged in auditing activities.

Planning and Professionalism

- Ability to plan, organize, prioritize, and accomplish multiple projects and assignments in a timely manner.
- Ability to maintain confidentiality; use sound judgment; and demonstrate the utmost honest, ethical behavior.

CURRENT SALARY

The current salary range (PG 2HX) is **\$54,865-\$76,806** annually, and the resident incentive salary range for City of Milwaukee residents is **\$56,511-\$79,110**. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

BENEFITS:

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/ImageLibrary/Groups/derAuthors/Benefits-/2020/2021COMOEACTIVEGuide10.6.20FINAL.pdf>

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 Comptroller's Office 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 **Tuesday, May 18, 2021**. 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

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