



**City of Rapid City
Lead Auditor
Position Description**

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Job Title: Lead Auditor
Department: Audit
Division: Administration
Reports To: Audit Committee
FLSA Status: Exempt
Classification: Non-Union

Grade: 26
Prepared By: Tammie Krumm
Prepared Date: 09/28/11
Approved By: Audit Committee
Approved Date:

SUMMARY

Conducts internal investigations to assess citywide effectiveness of policy controls, accuracy of records, and efficiency of operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following; other duties may be assigned:

1. Planning, conducting, evaluating, and monitoring results of management, and performance of city operations, programs, policies, and procedures as identified in the annual audit program. This work involves evaluating organizational efficiency and effectiveness; evaluating compliance with legal and administrative requirements; testing the adequacy of internal financial and management controls; and assessing waste, loss and abuse of resources.
2. Develops annual audit program plans and timelines that incorporate identified Audit Committee and City Council priorities.
3. Selects and develops the appropriate audit methods to carry out assignments. Conducts surveys of potential audit areas and assesses city programs and operations to determine if established objectives, outcomes and expected performances are achieved.
4. Evaluates whether resources are used economically and efficiently; tests for legal sufficiency or compliance; conducts special financial procedural evaluations of city accounts, systems and records; and identifies areas of improvement with an emphasis on potential solutions.
5. Gathers, interprets and analyzes information using statistical software and other tools. Prepares narrative audit reports.
6. Prepares and makes presentations to the Audit Committee and City Council and, if deemed necessary, executive management team, advisory committees, and other city staff and public.
7. Presents proposed Office of the Lead Auditor budget to the Audit Committee and City Council for review and comment as part of the annual city budget.
8. Submits quarterly reports through the Audit Committee to the City Council concerning the status of all pending audits and projects and the status or progress of any implementation recommendations.
9. Audits records of departments and interviews workers to ensure recording of transactions and compliance with applicable laws and regulations.
10. Examines department activities for compliance with management plans and policies.
11. Assesses the proper accountability of assets by conducting inventories.
12. Reviews records pertaining to staff and material assets, such as equipment and buildings, to determine degree to which they are utilized.
13. Analyzes data obtained for evidence of deficiencies in controls, duplication of effort, extravagance, fraud, or lack of compliance with laws, government regulations, and management policies or procedures.
14. Conducts special studies for management such as those required to discover mechanics of detected fraud and to develop controls for fraud prevention.

SUPERVISORY RESPONSIBILITIES

Directly supervises the Audit Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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Education and/or Experience: Bachelor's degree from four-year college or university in public/business administration, accounting, or related field with a minimum of (5) five years' experience in governmental accounting, auditing, or related occupation.

Communication Skills: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or governing body.

Mathematical Skills: Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

Reasoning Ability: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

Computer and Administrative Skills: To perform this job successfully, an individual should have knowledge of accounting software; database software; inventory software and spreadsheet software; and proficiency in Microsoft Office products.

Certificates, Licenses, Registrations: Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire. Must possess a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) license.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

OTHER SKILLS AND ABILITIES

Knowledge of accounting, financial, and auditing principles and practices. Knowledge of Generally Accepted Accounting Principles, General Accepted Auditing Standards, and the GFOA's Publication of Governmental Accounting, Auditing, and Financial Reporting. Knowledge of federal, state, and local laws and regulations regarding municipal accounting, auditing, and budgeting.