



**City of Rapid City  
Staff Auditor  
Position Description**

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**Job Title:** Staff Auditor  
**Department:** Audit  
**Division:** Administration  
**Reports To:** Lead Auditor  
**FLSA Status:** Non-exempt  
**Classification:** Non-Union

**Grade:** 17  
**Prepared By:** Tammie Krumm  
**Prepared Date:** 09/28/11  
**Approved By:** Audit Committee  
**Approved Date:**

**SUMMARY**

Assists with internal audits to assess citywide effectiveness of 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. Performs routine financial and special audits including, but not limited to, accounts payable claims, accounts receivable, cash receipts, reviews City contracts and agreements (performance, cost structure, and compliance); CIP projects, third party provider agreements, bank reconciliations, payroll, fixed asset inventory verifications, grants, investments, liabilities, surplus, petty cash, reviews computer-generated reports to determine if accepted governmental accounting procedures were followed in recording transactions, cancelled checks, verifies journal and ledger entries of cash and check payments, purchases, expenses, and trial balances by examining and authenticating inventory items.
2. Collects, examines, and analyzes accounting and financial records and other data for evidence of deficiencies, proper controls, duplication of effort, extravagance, fraud, performance, or lack of compliance with applicable laws, regulations, or management policies and procedures.
3. Conducts special studies regarding financial operation, documents inefficient procedures and practices, and recommends appropriate operating procedures or corrective actions.
4. Reviews and analyzes inventories and inventory records, fixed assets, purchasing procedures, and the processes by which the City obtains goods and services.
5. Audits employment payroll, workers compensation, pension payroll, health insurance payments, and other employee payments for compliance with employment contracts and applicable laws and regulations.
6. Prepares reports for management concerning the scope of the audit, financial conditions found, and source and application of funds.
7. Recommends methods for improving operations(s) and financial position and recommend procedures for discovering and preventing fraud.

**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.

**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 (2) two years experience in accounting, auditing, or related occupation.

**Communication Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**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



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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 and use hands to finger, handle, or feel. The employee is occasionally required to stand and reach with hands and arms. 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.

**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.

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