



# CITY OF HOUSTON

## JOB DESCRIPTION

---

---

Job Code: 352.3

Job Title: **ASSISTANT CITY AUDITOR III**

Pay Grade: 25

### **GENERAL SUMMARY:**

Conducts and documents moderately complex operating systems and accounting procedures. Evaluates findings and assists in preparation of audit reports.

### **RESPONSIBILITIES:**

- Audits operating systems and/or accounting procedures to verify the existence, the thoroughness and the compliance with internal controls.
- Collects, analyzes, interprets and summarizes moderately complex information, accounting procedures and operating systems; documents audit exceptions.
- Prepares audit working papers; evaluates findings and formulates recommendations for changes and/or improvements; drafts audit reports.
- Prepares and/or revises audit programs and methodology, including sample size, depth of analysis, and investigative extent and processes.
- Provides guidance and training for new audit employees.
- Assists with various projects as assigned.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Bachelor's degree in Accounting, Business Administration, Economics, Finance, Information Systems, Political Science, or Public Administration from an accredited college or university.

Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Certified Government Auditing Professional (CGAP), or Certified Information Systems Auditor (CISA) preferred.

#### **EXPERIENCE:**

Four (4) years of audit related experience is required.

#### **COMPLEXITY:**

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

#### **IMPACT OF ACTIONS:**

Errors in work could lead to moderate expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions such as hiring, terminations, and pay changes of non-supervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **PHYSICAL EFFORT:**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Assistant City Auditor I  
Assistant City Auditor II  
Assistant City Auditor III  
Assistant City Auditor IV  
Assistant City Auditor V  
City Auditor (Executive Level)

Effective Date: October 1990

Revised Date: March 2018