



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:

Requires a Bachelor's degree in Accounting, Business Administration or a closely related field with a minimum of 24 hours in accounting/auditing.

Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or Certified Information Systems Auditor (CISA) is preferred.

EXPERIENCE:

Four years of professional experience in accounting/auditing are 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 hirings, 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
City Auditor Asst III
City Auditor Asst IV
City Auditor Asst V
City Auditor (Executive Level)

Effective: October 1990

Revised: August 1992