



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 352.1

Job Title: **ASSISTANT CITY AUDITOR I**

Pay Grade: 14

GENERAL SUMMARY:

Performs entry-level audit functions, including records evaluation and documentation of operational procedures.

RESPONSIBILITIES:

- Performs fundamental reviews on departmental documents, including records, accounts, payrolls, journal vouchers, reimbursement claims and monthly bank reconciliation statements, to determine compliance with Federal, State and City laws and regulations.
- Verifies balances and computation accuracy of financial records.
- Performs simple reconciliations.
- Performs fieldwork to obtain data relating to audits of organization programs and operations
- Verifies physical existence of fixed assets and inventories.
- Performs other audit duties as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Accounting, Business Administration, or a closely related field such as Finance, with a minimum of 18 hours in accounting.

EXPERIENCE:

No experience is required.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED: (continued)

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

External Contacts:

Level of external contact is infrequent with occasional contacts with lower-level service representatives and/or vendors. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls and answering simple questions.

PHYSICAL EFFORT:

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

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within minor demanding tolerances; or the ability to make simple eye/hand movements on a patterned response space within very low tolerance demands.

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: October 1990
Revised: September 2002*