



## **City of Phoenix DEPUTY CITY AUDITOR**

**JOB CODE 03720**

Effective Date: 12/92

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to plan, direct, and supervise the technical work of the Productivity, EDP, and Hearings, Financial Performance, Rates and Fees or Program Evaluation section which audits municipal departments and accounting books and records of business firms doing business with the City to determine service fees. Responsibilities include improving audit, accounting, and internal control procedures of the City and supervising Internal Auditors and clerical staff. Incumbents assign tasks to employees and reviews their reports for completeness and accuracy and directly supervise and lead the more complex assignments. Work is performed under the general supervision of the City Auditor or Assistant City Auditor in accordance with departmental policies and with considerable latitude for independent judgment.

### **ESSENTIAL FUNCTIONS:**

- Supervises program evaluation audits of new or existing City programs;
- Oversees cost studies conducted of City rate and fee proposals and competitive bids;
- Supervises auditors conducting audits of financial and operational systems and controls of municipal departments;
- Supervises auditors conducting revenue audits on City of Phoenix contractors and compliance, financial, and operational audits on State and Federal funded programs;
- Attends meetings and confers with superiors, department heads, and City officials representing the City Auditor in areas involving assignments supervised;
- Assigns duties to audit staff and evaluates their performance;
- Interviews new employees and makes recommendations to City Auditor on personnel actions, hiring, dismissals, and promotions;
- References federal, state, and city laws, rules, regulations, and ordinances governing City funds;
- Confers with independent auditors engaged in audits of City transactions and affairs;
- Supervises the preparation of accounting and auditing procedures, operating manuals, and instructions;
- Prepares, interprets, and explains complex financial and administrative reports;
- Maintains regular and reliable attendance;



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- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Business and management practices relating to keeping of accounts and other financial records.
- Theory, principles, and practices of auditing, general accounting, and internal control and systems.
- Modern office management procedures, practices, and equipment.
- Principles and practices of personnel management and supervision.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Work cooperatively with others.
- Communicate orally in the English language with customers, clients, and the public using a telephone and in group and face-to-face, one-to-one settings.
- Comprehend and make inferences from materials written in the English language.
- Produce documents written in the English language using proper sentence construction, punctuation, grammar, and spelling.
- Review or check the work products of others to ensure conformance to standards.
- Meet deadlines and work under pressure.
- Ascertain facts by supervising and participating in checking accounting records, books, and reports through observation.
- Understand, interpret, and explain legal requirements, rules, regulations, and procedures.
- Observe, compare or monitor data to determine compliance with prescribed operating standards.
- Observe or monitor people's behavior to determine compliance with prescribed operating standards.
- Perform basic mathematical calculations such as addition, subtraction, multiplication, and division.

### **Additional Requirements:**



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- Some positions will require the performance of other essential and marginal functions.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Five years of experience in auditing, accounting, and systems work, including one year of supervisory experience and a bachelor's degree in accounting, auditing or a related field. In addition, certification through one of the following is required: Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Information Systems Auditor (CISA), or Certified Internal Auditor (CIA). Other combinations of experience and education that meet the minimum requirements may be substituted.