



CITY OF ROANOKE, VIRGINIA
invites applications for the position of:

Senior Auditor

SALARY: \$44,895.50 - \$71,832.80 Annually

DEPARTMENT: Municipal Auditing

DIVISION: Municipal Auditing

OPENING DATE: 08/19/20

CLOSING DATE: 09/16/20 11:59 PM

DESCRIPTION:

Conducts performance, operational, financial, and compliance audit projects under general supervision with considerable latitude for initiative and independent judgment; provides consulting services; assists with investigations; adheres to organizational, professional, and ethical standards. Develops an understanding of the function or area to be audited that enables effective early communication with client management and promotes efficient audit planning. Gathers sufficient, relevant data through interviews, surveys, field observations, data retrieval and analysis, and sample testing to support meaningful conclusions.

Prepares succinct, clear written reports that effectively communicate audit results. Bachelor's degree from an accredited college or university; three years related experience and/or training involving governmental accounting or professional auditing.; or equivalent combination of education and experience. Must hold one of the following certifications: CPA, CIA, CISA or CFE.

EXAMPLES OF DUTIES:

SUMMARY

Conducts performance, operational, financial, and compliance audit projects under general supervision with considerable latitude for initiative and independent judgment; provides consulting services; assists with investigations; adheres to organizational, professional, and ethical standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Develops an understanding of the function or area to be audited that enables effective early communication with client management and promotes efficient audit planning.

Documents processes using narratives and flowcharts.

Develops appropriate criteria for evaluating results.

Gathers sufficient, relevant data through interviews, surveys, field observations, data retrieval and analysis, and sample testing to support meaningful conclusions.

Documents audit work in an organized and efficient manner that facilitates quality control.

Communicates with client management and staff as audit findings develop to ensure clarity and to

facilitate timely resolution.

Prepares clearly written observations that effectively describe the condition, cause, and effect of the concerns identified.

Develops practical, effective action plans collaboratively with coworkers and clients.

Prepares succinct, clear written reports that effectively communicate audit results.

Maintains knowledge and skills through regular study, professional journals, conferences, and participation in professional associations.

Assists in conducting investigations, including conducting surveillance, interviewing, and performing various test work.

May work after normal business hours.

Other consulting and administrative duties, as needed.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

TYPICAL QUALIFICATIONS:

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

Must hold a Bachelor's degree from an accredited university or college; minimum of three years job experience that contributed to developing auditing, accounting, technology, analytical, and management skills; knowledgeable of Government Auditing Standards, International Standards for the Professional Practice of Internal Auditing, and the Internal Control Integrated Framework (COSO).

SUPPLEMENTAL INFORMATION:

LANGUAGE SKILLS

Ability to read, analyze, and interpret technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints orally and in writing. Ability to effectively present information to management. Ability to resolve conflicts.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and deal with an extensive variety of variables. Ability to think strategically.

SPECIAL REQUIREMENTS

Must hold one of the following certifications: (CPA, CIA, CISA, CFE).

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; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include 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.

Incumbent will occasionally work in the field at various city, school, Valley Metro and other city locations (parks, housing, etc.) and will be exposed to weather.

The noise level in the work environment is usually moderate.

This is a job description and not an individualized position description. A job description defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://roanokeva.gov/jobs>

Position #01478

SENIOR AUDITOR

JS

215 Church Avenue S.W. Rm 212

Roanoke, VA 24011

540-853-2231

hr@roanokeva.gov
