

CITY OF CLARKSVILLE

CLASS SPECIFICATION TITLE: INTERNAL AUDITOR II

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>
C	4	3	Exempt

CLASS SUMMARY:
 This is the second of three levels in the Internal Audit series. Incumbents conduct compliance, investigative and performance audits. Responsibilities may include preparing internal audit programs; conducting internal audits to determine compliance with laws, regulations and standards and to assess performance; developing recommendations based on audit findings; preparing reports regarding audit findings; following up on recommendations to determine if recommendations were implemented; performing quality reviews all departmental audit reports for adherence to professional and departmental standards; and preparing and maintaining detailed records of activities.

<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE-QUENCY</u>	<u>BAND/ GRADE</u>
1.	Performs internal audits, which involves applying current generally accepted accounting principles, auditing standards, and appraisal standards.	Daily 25%	C4
2.	Provides consultation and guidance to management, program managers, staff, and/or other interested internal and external parties; prepares and collects information necessary for audits.	Daily 25%	C4
3.	Analyzes and assesses complex audit results.	Daily 20%	C4
4.	Performs quality reviews of all departmental audit reports for release to the public	As Required	
5.	Prepares detailed work papers to support audit findings.	Daily 15%	B2
6.	Prepares a variety of complex reports that outline audit results; makes recommendations for process improvements.	Daily 15%	B2
7.	Performs other duties of a similar nature or level.	As Required	N/B

TRAINING AND EXPERIENCE (positions in this class typically require):
 Bachelor's degree in accounting or a related field and three years auditing experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):
 Licensing Requirements:
 • Prefer CPA, CIA or CFE

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KNOWLEDGE (position requirements at entry):

Knowledge of:

- Accounting principles and practices;
- Auditing principles and practices;
- Generally Accepted Accounting Principles (GAAP);
- Generally Accepted Governmental Auditing Standards(GAGAS);
- GASB Accounting Standards
- IIA auditing standards
- Applicable Federal, State, and local laws, rules, statutes, and regulations;
- Recordkeeping principles;
- Computers and related software applications.
- Grammar and proper sentence structure

SKILLS (position requirements at entry):

Skill in:

- Performing audits;
- Reviewing general ledgers, depreciation schedules, trial balances, and other related financial statements and information;
- Applying GAAP and/or GASB procedures and principles;
- Assisting in obtaining, preparing, and organizing information and data used in connection with audits;
- Writing reports;
- Editing/reviewing reports for adherence to professional and grammatical standards;
- Applying applicable Federal, State, and/or local laws, rules, and regulations;
- Analyzing financial information and drawing valid conclusions;
- Maintaining records;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subjected to travel. Incumbents must have a POV and license that is available for travel to various locations within the City.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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CLASSIFICATION HISTORY:

Draft prepared by Fox Lawson & Associates, a Division of Gallagher Benefit Services, Inc. (CMC)
Date: (09/2010)

SALARY

Grade C - 43 \$47,261 (Min) \$56,713 (Mid)

Please complete the City of Clarksville Application available at the
Career Service Center of TN - 350 Pageant Lane - Clarksville, TN 37040