

CITY OF ONTARIO

CLASS CODE 0224 GROUP 1  
DEPARTMENT REVIEW 10/20/98 DATE 11/4/98  
PERSONNEL APPROVAL [Signature]  
EFFECTIVE DATE 12/10/96  
SUPERSEDES 12/10/96

INTERNAL AUDITOR

DEFINITION

Under general direction, conducts internal audits of both inter- and intra-departmental fiscal affairs, systems and procedures to determine compliance with City financial control and sound management practices and to ascertain the reliability and quality of accounting and other data developed with the established reporting systems. May oversee the work of subordinate personnel as assigned. Performs other job related duties and responsibilities as required. Work is reviewed by conference and analysis of reports.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Conducts internal audits and prepares written reports of audit findings; conducts audits of systems and procedures to ensure compliance with sound management practices; conducts audits to determine compliance with city financial controls; identifies weaknesses in financial controls that subject the city to a risk of loss of assets or to improper accounting of transactions; ascertains the reliability and quality of accounting and other data developed with the established reporting systems used by city departments; develops and implements internal control procedures; prepares reports and maintains appropriate records; reviews and analyzes pro forma financial statements; may oversee the work of technical, clerical, temporary or other staff as assigned; operates a motor vehicle while performing various duties that include attending meetings, conferences and seminars as liaison representative to various agencies.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

MINIMUM:

Bachelor's degree from an accredited university in business administration, public administration, accounting, or a closely related field; three (3) years of internal auditing experience.

**Knowledge:** Knowledge of advanced accounting and auditing procedures and techniques, management/operational auditing, financial planning and analysis, fraud analysis and prevention, municipal financing mechanisms, government accounting and budgeting, work study methods, research and statistical methods, EDP auditing, and city organization, operations,

(continued)

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policies and objectives.

Ability to: understand the municipal organization and work with public issues and input; work independently with little direction; meet schedules and time lines; train, supervise and evaluate personnel; research data and prepare reports; communicate effectively both orally and in writing; work confidentially with discretion; present ideas and concepts persuasively; interpret, apply and explain laws, codes, regulations, policies and procedures; analyze situations accurately and adopt an effective course of action; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

Required License or Certificate:

Valid California Class C driver's license.

DESIRABLE:

Master's degree from an accredited university in business administration, public administration, accounting, or a closely related field; Certified Internal Auditor.