

## Assistant City Auditor – Level II

**The Office of the City Auditor** (Office) for the City of Dallas (City) is a dynamic, diverse organization that independently evaluates City government activities. The Office serves as a catalyst to improve internal controls and the efficiency and effectiveness of City government. The Office assists the City Council and City management by reporting the effectiveness of various City operations and by providing recommendations for improvement.

**Audit Position:** The Assistant City Auditor Level II position conducts performance, financial, and compliance audits based upon a City-wide risk assessment and in conformance with Government Auditing Standards. The position will be responsible for: (1) planning audit projects; (2) evaluating internal control designs; (3) developing and executing audit tests; (4) identifying extenuating factors requiring possible deviation from existing audit programs; (5) writing audit findings and recommendations, including drafting audit reports; and, (6) ensuring effective and efficient audit execution. In addition, the position will confer with City management regarding audit recommendations to mitigate risks and improve efficiency and effectiveness of City processes. Travel not required.

### Position Requirements – Required:

- Bachelor's degree, preferably in accounting, business, or management information systems
- Professional certification preferred for Level II position
- 2+ years of internal or external governmental auditing experience or financial and/or performance auditing experience
- Knowledge of government auditing standards
- Proven understanding of business processes and internal controls
- Analytical skills, including the ability to evaluate facts and data to draw conclusions, even if information is limited
- Ability to explain problems or situations using a systematic framework
- Effective interpersonal skills, strong oral and written communication skills
- Demonstrated project management skills / ability to meet project timelines within budget
- Ability to successfully perform all key internal audit key job functions at a high level of complexity, scope and autonomy
- Team player that works collaboratively with various team members to accomplish audit projects timely
- Self-motivation, ability to work well with minimum supervision, and strong computer skills, including proficiency in Microsoft Office Suite

### Position Requirements – Preferred:

- ACL data analysis and statistical sampling experience
- TeamMate experience, or experience with other electronic audit work paper system

**Compensation:** \$54,631.00 - \$70,000.00 annually, depending on experience and qualifications

Apply by submitting your resume, with cover letter and salary requirements, via e-mail to [monica.anderson@dallascityhall.com](mailto:monica.anderson@dallascityhall.com). Please reference JOB ID # ACA2-10/18.