

City of Dallas
Classification Specification

Title:	Auditor	Class Code:	18006
Application:	Career Series	Pay Grade:	J
Supplemental/Code:	Professional/2	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Audits financial records to ensure hotels and motels are paying the correct amount of occupancy tax.

Essential Functions:

1. Defines an audit plan.
2. Determines the methodology to be used in conducting assigned projects.
3. Compiles and prepares reports containing relevant material used to support all findings, conclusions, and recommendations.
4. Audit hotels to ensure that hotel occupancy tax revenue has been accurately reported and no improper exemptions have been taken.
5. Prepare comprehensive audit reports that will support audit findings and can be used in the negotiation and collection of hotel/motel taxes,, in administrative and court hearings, by the City Auditor's/Attorney's Offices, and can withstand the scrutiny of hotel/motel owners and all interested parties.
6. Coordinate with City Auditor's/Attorney's Office and Dallas Convention Center to resolve hotel occupancy tax issues and problems identified by those departments and/or the Special Collections Division.
7. Develop and modify educational materials regarding Hotel Occupancy Tax Law; coordinate and conduct training seminars for hotel/motel personnel.
8. Remain current in working knowledge of Hotel Occupancy Tax Law, policies, guidelines, and standards to governing audit procedures.
9. Maintain information on website.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work

Thorough knowledge of auditing and accounting procedures.

Thorough knowledge of government auditing standards.

Thorough knowledge of Hotel Occupancy Tax Ordinance.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public at the professional level.

Ability to communicate effectively both orally and in writing.

Ability to direct the work of others.

Must possess a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) certification.

Working Conditions and Hazards

Major activities performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.