

City of Dallas
Classification Specification

Title:	Assistant City Auditor V	Class Code:	18105
Application:	Career Series	Pay Grade:	A5
Supplemental/Code:	Supervisory/0	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Provides broad level oversight for the City Auditor's Office (CAO). Assists the City Auditor in managing the CAO's operations, and provides advice and counsel to the City Auditor.

Essential Functions:

1. Manages specific functions for the CAO as defined by the City Auditor. (Example - Fraud, Waste, and Abuse (FW&A) and Information Technology (IT) sections).
2. Provides advice and counsel to the City Auditor.
3. Develops administrative initiatives to improve the efficiency and effectiveness of the CAO.
4. Defines processes and procedures to improve office productivity.
5. Acts for and on behalf of the City Auditor in his absence.
6. Ability to develop the City-wide risk analysis and the annual audit plan.
7. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Thorough knowledge of professional auditing standards.

Knowledge of microcomputer hardware, software, and peripherals.

Knowledge of developing evidentiary material.

Knowledge of investigative techniques.

Ability to manage and oversee multiple audits and administrative systems .

Ability to participate in professional organizations in the development of new standards and methodologies.

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

Ability to manage subordinate personnel involved in complex, sensitive work impacting the operation of other departments.

Ability to clearly communicate orally and in writing at the professional level.

Must possess a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or other relevant professional certification.

Working Conditions and Hazards:

Work 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.