

City of Dallas
Classification Specification

Title:	Assistant City Auditor II	Class Code:	18102
Application:	Career Series	Pay Grade:	A2
Supplemental/Code:	Professional/2	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose

Conducts performance, investigative, financial, and compliance audits, and other special projects, in accordance with applicable City, State, and Federal standards.

Essential Functions

1. Reviews, analyzes, and summarizes financial or operational records and procedures in order to develop findings which result in recommendations for improving methods of internal control or the economy and efficiency of operations.
2. Conducts audits and assignments in accordance with professional standards and in accordance with City Auditor's Office policies and procedures.
3. Prepares work papers that are adequate, relevant, reliable, and complete to address audit objectives and support conclusions.
4. Prepares findings including recommendations to be included in reports presented to the City Auditor, Department Director and their assistants.
5. Attend and participate in continued professional training and development classes .
6. Drafts and/or completes audit programs which address audit objective, scope and methodology.
7. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work

Thorough knowledge of the principles and practices of accounting and auditing.

Knowledge of procedures required to develop evidentiary material.

Knowledge of government auditing standards.

Ability to design sampling plans and evaluate results.

Ability to perform and evaluate risk assessments.

Ability to communicate verbally and in writing at the professional level.

Ability to interpret and apply professional standards.

Ability to develop audit programs.

Ability to obtain and maintain professional certification

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.

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.