

CITY OF SANTA CLARA, CALIFORNIA
AUDIT MANAGER
(Unclassified)
(New)

EDUCATION AND EXPERIENCE

- Graduation from an accredited college or university with a Bachelor's or Master's Degree in Accounting, Business, or Public Administration, with a minimum of fifteen (15) units of accounting, including governmental and fund accounting; and
- Six (6) years of progressively responsible financial audit, analysis, or administrative experience, including at least two (2) years of which shall have been in a management and policy making capacity.

Desirable Qualifications:

- An advanced degree, professional certification, such as Certified Public Accountant, Certified Internal Auditor, or Certified Government Auditing Professional, and government sector experience is desirable.

LICENSE

Possession of valid California Class C driver's license is required at the time of appointment and for the duration of employment.

DISTINGUISHING CHARACTERISTICS

This is the highest level in the Auditor classification series in the City Auditor's Office. Incumbents provide full supervision of other professional auditors in completing internal audits and other assignments. The City Auditor assigns general objectives for the Department and the Audit Manager is responsible for directing audit staff in completing the assignments. This class differs from the Senior Performance Auditor in that individuals in the latter class lead specific audits but are not responsible for work production of the entire audit staff. The incumbent performs work of considerable difficulty in the coordination of all audits, evaluation and administrative activities carried out by the City Auditor's Office, and special audit and administrative assignments directed by the City Auditor.

As a member of the City's Unclassified Service, this is an "at-will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

- Lead complex audits and special projects, working with all levels of management in identifying areas where efficiency and effectiveness can be improved upon and developing realistic recommendations for process improvements;

AUDIT MANAGER (continued)

- Monitor and control assignments through participating in audit planning, monitoring fieldwork, and performing detailed quality assurance reviews of work papers and report drafts, to ensure that audits are completed in a timely manner, meet the objectives, and comply with government auditing standards;
- Provide technical assistance and policy guidance to the other professional and administrative staff to assure a coordinated program of audit and evaluation of the City's transactions, programs, systems, procedures and policies;
- Review audit programs, workpapers, and finding development sheets and help audit staff prepare audit report drafts;
- Produce final audit and management reports, and make presentations as necessary;
- Periodically attend City Council and Committee meetings, including presenting audit reports;
- Assist with coordinating work produced by professional staff, both internal and external, on a project basis;
- Assist with administrative responsibilities of the division, including budget developments; hiring, training, and evaluating staff; developing the annual audit plan; and maintaining the division's policies and procedures manual;
- Represent the City Auditor in his/her absence at City Council meetings, committee meetings, and internal meetings with City management and staff;
- Maintain knowledge of current issues, rules, and regulations in local government and the auditing profession;
- May provide internal control training to departmental management and staff; and
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Auditing and accounting standards from the Institute of Internal Auditors, General Accounting Office, and other standards applied to governmental auditing and accounting;
- The principles and practices of auditing, supervision and training; internal controls, control risks and control requirements; and risk assessments;
- Management theory, public administration, administrative systems, quantitative analysis, program planning, budgeting concepts, and fiscal management;
- Research, data collection, statistical methodologies, program evaluation, and qualitative and quantitative analytical techniques and their application;
- Plain language report writing techniques;
- Advanced principles, tools, and techniques of project planning and management;
- Management and supervisory principles, including coaching and employee relations; and
- City's charter, budget and financial processes, administrative orders, policies, civil service rules, and other applicable laws, rules and regulations.

Ability to:

- Lead, mentor, train, manage and review work of assigned professional staff to compliance with the generally accepted government auditing standards;
- Effectively plan, organize, and prioritize responsibilities so that projects and reports are completed within established timelines.
- Use professional analytical tools, such as statistics, flow charting, and decision table.

AUDIT MANAGER (continued)

- Collect, compile, analyze, and interpret data; identify the elements of a finding; recognize the materiality and significance of audit issues; and recommend appropriate solutions;
- Analyze complex financial and fiscal data and make recommendations and decisions while anticipating future needs;
- Understand and evaluate compliance with policies and procedures and complex regulations;
- Communicate effectively, both orally and in writing;
- Compose clear, concise, accurate reports, using audit data gathered;
- Demonstrate sound judgment and provide impartial advice in formulating recommendations;
- Develop and implement policies and procedures for the City Auditor's Office;
- Establish and maintain effective relationships with those contacted in the course of work, including the general public;
- Maintain an objective, independent attitude about the subjects under audit;
- Demonstrate strong interpersonal and leadership skills; and
- Bend, stoop, reach, carry, crawl, climb and lift 25 pounds as necessary to perform assigned duties.

SUPERVISION RECEIVED

Works under the supervision of the City Auditor.

SUPERVISION EXERCISED

Supervises professional, paraprofessional, and administrative support staff as assigned.

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job assignment.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.