

CITY OF SANTA CLARA, CALIFORNIA
SENIOR PERFORMANCE AUDITOR

(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
- Five (5) years of progressively responsible financial performance auditing, program evaluation, management analysis, or similar work experience.

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 journey level Auditor classification in the City Auditor's Office. The incumbent is responsible for determining the audit scope, designing the audit program, providing guidance and technical assistance, and ensuring the completeness, accuracy, and objectivity of audit reports. This includes analyzing city programs, departments, complex business process, and policies and procedures to identify opportunities for improvements; determining compliance with existing laws and regulations; and assisting departments in identifying opportunities to strengthen internal controls. The Senior Performance Auditor is distinguished from the Performance Auditor I/II in that the former leads and completes more complex audits, work independently with limited supervision, requires more skill and knowledge, and may supervise the work of other professional staff.

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:

- Plan, supervise, and conduct audit assignments reviewing the efficiency, economy, and effectiveness of departmental operations or the adequacy of internal controls and financial statements, and to verify compliance to contractual requirements.

SENIOR PERFORMANCE AUDITOR (continued)

- Review or lead the review of City program objectives, program results, organizational structure, administrative processes, and procedures and controls, to determine operational and program consistency with established objectives and goals;
- Establish audit objectives, time estimates, plan of work, and supervises data collection and documentation;
- Report audit findings and make recommendations for improving the administration and fiscal operation of the City;
- Collaborate with internal and external staff regarding audit scope to achieve the successful completion of the audit and acceptance of the findings and recommendations;
- May investigate complaints received through the City's Fraud, Waste, and Abuse hotline and coordinate the results with responsible officials and law enforcement officials as appropriate;
- May coordinate work produced by professional staff, both internal and external, on a project basis;
- Write reports that effectively communicate audit findings and recommendations; prepare related charts, graphs, and tables; and prepare presentations for the City Council or other committees;
- Periodically attend City Council and Committee meetings, including presenting audit reports;
- Provide input for the City Auditor's annual audit work plan;
- Coordinate proposed recommendations to ensure cost-effectiveness and feasibility of implement; and discuss alternative solutions to identified issues;
- Conduct audit follow-up to ensure that the status of recommendations and actual cost savings are accurately reported;
- Participate in or conduct audit entrance and exit conferences, and conduct interviews with department and program management and staff to gather information for audits;
- May provide training to departmental management and staff;
- Maintain knowledge of current issues, rules, and regulations in local government and the auditing profession; 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;
- 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 applications;
- 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:

SENIOR PERFORMANCE AUDITOR (continued)

- Mentor, train, and review work of assigned professional staff to ensure compliance with the generally accepted government auditing standards;
- Collect and analyze complex data and information and present the results in a clear and convincing manner, whether in written or graphic form;
- Use professional analytical tools, such as statistics, flow charting, and decision table;
- Effectively plan and design audit program, including detailed methodologies, for complex audit projects;
- Recognize and evaluate deviations from good business practices and recommend appropriate solutions to problems;
- Analyze complex financial and fiscal data and make recommendations and decisions while anticipating future needs;
- Use sound judgment and provide impartial advice in formulating recommendations;
- Effectively handle multiple priorities, organize workload, and meet strict deadlines;
- 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;
- Communicate effectively, both orally and in writing;
- Work independently as well as in a team-based environment and achieve common goals;
- 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, assigned manager or designee.

SUPERVISION EXERCISED

May supervise staff or act as lead supervisor to those assigned to a task, program or project.

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.