

Class Specification

Class Title: Internal Auditor

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to ensure the reliability and integrity of information; compliance with policies, plans, laws, and regulations; the safeguarding of assets; and the economical and efficient use of resources. The class works independently, under the general supervision of the Internal Audit Manager, reporting any major concerns or observations periodically throughout an audit engagement.

TYPICAL TASKS

The tasks listed below are representative of the time spent working in this class. Management may assign additional tasks related to the class as necessary.

- Conducts performance audits and may occasionally perform financial audits; provides consulting services to City departments and agencies according to the audit plan; plans, coordinates and directs audits of considerable scope and complexity.
- Uses a variety of data analysis techniques and innovative approaches to analyze agency performance and identify areas for improvement; makes recommendations to improve internal controls and perform follow up audits to determine if corrective action has been taken.
- Reviews operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.
- Reviews the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information.
- Reviews the systems established to ensure compliance with those policies, plans, procedures, laws, regulations, and contracts which could have a significant impact on operations and reports to determine whether the City is in compliance; assists external auditors with the City's fiscal year end audit; reviews the means of safeguarding assets and, as appropriate, verifies the existence of such assets.
- Demonstrates regular and punctual attendance.
- Performs other duties as assigned.

GENERAL STANDARDS

Data Involvement

Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.

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Interpersonal/People Involvement	Provides information, guidance or assistance to people that directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.
Asset Responsibility	Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department and/or handling of very large amounts of money.
Mathematical	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions; may use algebraic solutions of equations and inequalities, descriptive statistics; mathematical and classifications or schemes.
Communications	Reads journals, manuals and professional publications; speaks informally to groups of co-workers, staff in other organizational agencies, general public, and people in other organizations and presents training; composes original reports, training and other written materials, using proper language, punctuation, grammar and style; requires effective communication with stakeholders.
Judgment	Responsible for the actions of others requiring development of procedures and constant decisions affecting subordinate workers, customers, clients or others in the general public; works in a very fluid environment with guidelines but significant variation.
Complexity of Work	Under the guidance of the Internal Audit Manager performs supervisory work involving policy and guidelines, solving both people and work-related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
Impact of Errors	The impact of errors is very serious affecting the entire organization and the general public.
Physical Demands	Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis and/or sustained keyboard operations.
Equipment Usage	Handles or uses work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.
Unavoidable Hazards	None.
Safety of Others	Requires some responsibility for the safety and health of others.
EDUCATION, EXPERIENCE AND ADDITIONAL REQUIREMENTS	
Education and Experience	<ul style="list-style-type: none"> Requires a Bachelor's degree in Accounting and a minimum of three years of full-time equivalent auditing experience, preferably with a governmental unit or agencies or closely related experience. A combination of education and experience may be considered for this position.
Certifications, Licenses, and	<ul style="list-style-type: none"> Certified Public Accountant or Certified Internal Auditor designation required or must be obtained within three years of employment.

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Other Qualifiers	<ul style="list-style-type: none"> • Must possess a valid driver's license and must have and maintain a satisfactory driving record based on the City of Hampton's criteria. • Must successfully pass a background check and credit history check related to this position.
Additional Requirements	<ul style="list-style-type: none"> • Requires effective communication with internal and external customers. • Requires frequent travel between City departments and among other business partners within the City. • Requires considerable use of personal and reliable transportation. • Work may be performed outside the standard business hours. • The incumbent may be considered "essential personnel" during City emergency situations or at the direction of the City Manager which may include long hours and unusual schedules.
AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS	
The ADA requires the City of Hampton provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees may discuss job accommodations with management.	

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.

The City of Hampton is an equal opportunity employer.