



City of Pompano Beach  
 Open Competitive  
 Job # **17-041**

Opening Date: **03/28/17**  
 Closing Date: **Open Until Filled**



**Position**

**Salary**

INTERNAL AUDITOR

Biweekly: \$3,757.19 - \$5,286.78  
 Annual: \$97,686.99 - \$137,456.18

Work Days/Hours : Monday - Friday; 8:00 a.m. – 5:00 p.m.  
 Job Status : ( X ) Full time ( ) Part time/temporary  
 Department/Number : Internal Audit/1080 Pay Plan/Grade: 50/38

**Position Summary** *(Major Job Duties)*

Highly responsible professional and administrative work directing the Internal Audit Division. Provides independent, objective assurance and consulting services designed to add value and improve an organization’s operations. Helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management and control processes. Work is performed under general executive direction of the City Commission. Plans, organizes, evaluates and directs division policies, programs, auditing operations and audit reports. Recommends, coordinates, and monitors implementation of internal audit recommendations to external entities and City departments. Serves as independent, objective internal auditor or consultant to City Commission and management. Provides the City Commission with an internal activity report of internal audit projects on an annual basis or interim periods as requested. Conducts internal audits, reviews and consulting services requested by the City Commission, City Management or annually scheduled audits per internal audit program. Provides Internal Audit Reports to external auditees and City Departments. Conducts a review and appraisal of external entities or City departments to determine compliance with applicable federal, state, local ordinances, regulations and laws, and departmental written procedures or informal processes. Provides for a review of the internal controls of administrative and accounting mechanisms. Provides for an analysis and assessment of the relevance and efficiency of the activity structures of the organization, its plans and objectives, and its use of human and material resources. Discusses internal audits, internal audit findings and internal audit recommendations with City Officials. Coordinates with the Finance Director the preparation of the organization's reply to the independent public accountant's management letter. Performs related work as required.

**Qualifications** *(Education, work experience, special requirements)*

Graduation from an accredited college or university with a Bachelor’s degree in Accounting, Finance, Business Administration, or closely related field. Master’s degree preferred. Considerable experience in municipal government and auditing involving a wide range of functions, programs, federal, state and county grants, governmental revenues and capital improvement projects. Certification as either a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) required. At least three years internal auditing experience in managing an internal audit division, considerable experience as a senior internal auditor in a medium to large-scale local government (municipality or county), or at least five years of managerial external auditing experience auditing local government. Extensive experience in computerized internal auditing. Additional certifications as either Certified Information Systems Auditor or Certified Fraud Examiner desirable. Experience in forensic auditing preferred. Lean Six Sigma Green Belt is preferred; must obtain within one year. A comparable amount of training and experience may be substituted for the minimum qualifications. Possess a valid driver’s license. Considerable knowledge of the laws, governmental accounting standards, and policies governing municipal finance and accounting practices and procedures. Considerable knowledge of auditing theory and practice and internal auditing theory and practice. Considerable knowledge of information management systems including security and control systems, modern management techniques. Knowledge of differences between internal auditing, internal audit reports, forensic auditing techniques and reports. Exposure to guidelines for forensic auditing or exposure by attendance at forensic auditing seminars. Knowledge of governmental capital improvement project funding and adopted governmental long-range capital improvement programs. Knowledge of cybersecurity audits. Ability to audit adopted governmental long-range capital improvement program and related contracts for City’s capital improvement projects. Ability to communicate effectively both orally and in writing. Ability to exercise good judgment and perform a range of supervisory responsibilities. Ability to establish rapport with all external auditees, City departments, contracted auditors and governmental agencies. Ability to establish and maintain effective working relationships.

**Candidates are required to apply online. Visit <http://pompanobeachfl.gov> and then click Job Opportunities for instructions.**

Human Resources Department, 100 West Atlantic Blvd., Pompano Beach, FL 33060  
 Phone (954) 786-4626 Fax (954) 786-5553 Job line (954) 786-4693 <http://pompanobeachfl.gov>

The City of Pompano Beach is an Equal Opportunity Employer

SEE PROCEDURE AND BENEFITS LINK ON WEBSITE FOR ADDITIONAL INFORMATION