



## **Senior Auditor:**

City of Tallahassee, Florida

Salary range: \$21.96 - \$50.49 hourly (hiring rate dependent on qualifications and experience)

Deadline: November 3, 2017

### **Major Function**

This is professional work in conducting internal performance audits of City departments that address financial, programmatic, and operational areas. Work involves the application of advanced skills in auditing and analyzing accounting records, systems, procedures and programs. Based on review of City department records, the employee identifies issues and prepares recommendations and corrective measures to improve the efficiency and effectiveness of operations, programs, and controls. Work requires the preparation of various working papers, financial and performance analyses, and audit reports. Senior auditor will serve as auditor-in-charge and may coordinate the work of other auditors on any given project and will perform work under the general supervision of an audit manager and/or the City Auditor.

### **Desired Qualifications:**

- Knowledge of systems of internal control, government and financial auditing and accounting standards, internal auditing standards, and statistical methods.
- Knowledge of current management sciences, organization theory and practice, governmental accounting, finance, budgeting, and human relations.
- Able to quickly acquire working knowledge of the organization and environment.
- Able to conduct independent and comprehensive research and evaluation and to provide recommendations and alternatives.
- Able to communicate complex concepts in lay terms and to express ideas clearly and concisely, both orally and in writing.
- Able to establish and maintain effective working relationships as necessitated by the work.
- Able to use computers and associated programs and applications necessary for successful job performance (MS Office products, databases, electronic workpapers, ACL, etc.)

**Senior Auditor Requirements:** Possession of a bachelor's degree in business or public administration, accounting, or a related field and three years of professional auditing, accounting, or related governmental fiscal administration experience; two years of experience as a Staff Auditor with the City; or an equivalent combination of training and experience. A CIA, CGFM, or CISA certificate acquired by examination or a CPA certificate accepted by the Florida State Board of Accountancy may substitute for one year of the required experience.

Please visit [www.tal.gov.com](http://www.tal.gov.com) for additional information and application instructions.