



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
INTERNAL AUDITOR
Classification Specification
(Classified)

DEFINITION

Examines financial transactions for accuracy and compliance with laws and regulations, inspects accounting ledgers for efficiency, ensures a working system of checks and balances and makes recommendations for changes and improvements as needed.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Internal Auditor. The duties included are examples only and are not intended to be all-inclusive or restrictive.

1. Conducts financial, compliance, and operational audits, fiscal and administrative analyses, special management reviews and/or other duties as requested by the Accounting Supervisor or Finance Manager;
2. Examines financial transactions for accuracy and compliance with laws and regulations including petty cash transactions, bi-weekly payrolls, bi-monthly payables;
3. Inspects accounting ledgers for efficiency and ensures a working system of checks and balances along with recommendation for changes or improvements as needed.
4. Prepares periodic reports and assists in the preparation of the annual audit schedules, annual financial report and other State and Federal reports;
5. Assists in the operation and maintenance of the City's central financial computer system;
6. Examines and identifies improper accounting or documentation of financial processes to ensure that the City's internal control policy is followed and makes recommendations for change to internal control policy;
7. Monitors signatory approval for time cards, payment requests, and supply requisitions;
8. Verifies payrolls, accounts payable, and daily cash receipts;
9. Provides technical advice, training, counsel, and assistance to ensure compliance and reporting of financial transactions;
10. Prepares periodic financial, statistical or operational reports as assigned;
11. Performs independent research and information studies;
12. May serve as back up to other related positions;
13. May serve as a member of various employee committees as necessary;
14. Works under the general supervision of the Accounting Supervisor.
15. May supervise administrative or accounting technicians or other hourly or temporary staff as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience

1. Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration; or a closely related field; and
2. One (1) year of progressively responsible municipal accounting or finance work; or
3. Any equivalent combination of education and experience necessary to perform the required duties for this position.

Knowledge and Abilities

1. Knowledge of modern governmental accounting theory, principles, and practices and considerable knowledge of internal control procedures and management information systems;
2. Knowledge of office automation and computerized financial applications
3. Knowledge of payroll and accounts payable functions;
4. Knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB;
5. Ability to prepare and analyze complex financial reports;
6. Ability to maintain efficient and effective financial systems and procedures;
7. Ability to accurately account for city funds;
8. Ability to establish and maintain effective working relationships with employees, city officials and the general public;
9. Ability to communicate clearly and effectively, verbally and in writing;

License

A valid California motor vehicle operator's license is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the required duties of this job, the employee is required to sit for up to two hours, talk, hear, stoop, and walk; use hands to finger, handle, operate objects, tools, or controls; and reach with hands and arms. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet to moderate.