



CLASS TITLE | STAFF AUDITOR II

PAY GRADE: AT-32 | www.cityoftulsa.org/pay

Class Code: 2597

Effective Date: 08/23/2023

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for assisting in the development and execution of comprehensive audits on internal financial and other management operations within all City departments; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Assists in the collection, compilation, analysis and interpretation of data relating to the audit of City operations and financial management systems to ensure program efficiency and effectiveness
- Reviews financial and operational records and controls to ensure proper recording of information and compliance with laws
- Assists in the conducting of special studies as required to help detect fraud, waste, and abuse
- Assists in the development of controls for prevention of financial and operational management
- Must maintain standards of conduct according to the Institute of Internal Auditors Code of Ethics
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

- (a) Completion of 120 hours from an accredited college or university with a bachelor's degree in business administration, accounting, or a related field; **and**,
- (b) Two (2) years of experience as an internal auditor

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of accounting principles and methods of internal auditing
- Good knowledge of principles, practices and current trends of management analysis
- Knowledge in one or more of the following areas: quantitative methods, electronic data processing, accounting, financial and budgetary management

Ability to:

- Conduct internal audits
- Maintain confidentiality
- Communicate clearly and concisely in written form
- Ability to understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key calculator, and telephone; lifting, carrying, pushing and pulling up to 20 pounds; may be subject to sitting for extended periods of time, walking, standing, bending, and reaching; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and requires some travel to various City locations to conduct audits.

EEO Code: N-01

Group: Fiscal

Series: Financial Management