



CLASS TITLE | SENIOR INTERNAL AUDITOR II

PAY GRADE: EX-44 | www.cityoftulsa.org/pay

Class Code: 1266

Effective Date: 2/7/2024

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

ESSENTIAL TASKS:

- Directs and 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
- Prepares background for audits and prepares audit plans and makes necessary modifications to plans when needed
- Manages direction of audit to ensure completion in a timely manner
- Reviews financial and operational records and controls to ensure proper recording of financial information and compliance with laws
- Makes verbal and written presentations to management during and after examination, discussing deficiencies and recommending corrective actions
- Acts as a lead and directs, counsels, instructs and reviews the work of staff assistants assigned to audits
- Prepares formal written reports concerning the adequacy of effectiveness of the system and efficiency of activities
- Conducts special studies as required to help detect fraud, wastes, and abuse
- Develops controls for prevention of financial and operational mismanagement
- Prepares reports on audit objectives, analysis methodology, conclusions and recommended changes
- 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) Six (6) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of accounting principles and methods of internal auditing
- Comprehensive knowledge of principles, practices and current trends of management analysis
- Considerable knowledge of lead and supervisory methods as concerns audit projects and time management
- 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
- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding



CLASS TITLE | SENIOR INTERNAL AUDITOR II

PAY GRADE: EX-44 | www.cityoftulsa.org/pay

Class Code: XXXX

Effective Date: 08/23/2023

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:

- a) Possession of a valid Oklahoma Class "D" Driver license
- b) Possession of one of the following **or** other equivalent professional certification must be obtained within two years of date of hire, as approved by management:
 - Certified Public Accountant; **or**,
 - Certified Internal Auditor, **or**
 - Certified Information Systems Auditor

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

EEO Code: E-01

Group: Fiscal

Series: Financial Management