



## CITY OF OVERLAND PARK POSITION DESCRIPTION

|                    |                         |                           |            |
|--------------------|-------------------------|---------------------------|------------|
| <b>TITLE:</b>      | Internal Auditor        | <b>BAND/LEVEL:</b>        | Prof III   |
| <b>DEPARTMENT:</b> | Finance                 | <b>JOB NO:</b>            | 2090       |
| <b>DIVISION:</b>   | Finance & Accounting    | <b>DATE:</b>              | 05/16/2017 |
| <b>REPORTS TO:</b> | Chief Financial Officer | <b>FLSA STATUS:</b>       | Exempt     |
| <b>FULL-TIME</b>   | XXX                     | <b>COST CENTER:</b>       | 152        |
| <b>REPLACES:</b>   | Internal Auditor        | <b>LAST REVISED DATE:</b> | 03/25/2012 |

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**JOB SUMMARY STATEMENT:** Supervises and performs performance audits of various City operations, programs, contracts and projects. Drafts reports of findings and recommendations to City management. Provides other data analysis and program evaluations to management as requested.

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### DUTIES AND RESPONSIBILITIES:

#### Internal Audit Program

1. Supervises and performs internal audits of City operations in accordance with Government Auditing Standards. Develops unique audit programs to test management controls and operations. Collects and analyzes data through observation, interviews and other appropriate research methods. May apply various evaluation techniques such as work sampling, computerized data analysis, break-even analysis, cost-benefit analysis, best-practice reviews, and random sampling.
2. Drafts reports describing audit observations and recommendations per prescribed format. Reviews findings and recommendations with audited departments. Issues final reports to City Manager and applicable Department Directors. Assists in discussion of findings with City management.
3. Supervises Internal Control Reviews to ensure financial and Purchasing Card procedures are followed, Revenue Collection procedures align with good business practices and ensures Cash Handling is accurate.
4. Gathers data, evaluates information, and makes recommendations to management on their questions regarding various operational issues and questions. Prepares various schedules and graphic presentations for oral and written reports.
5. Works closely with City staff and management of audited departments or programs to obtain accurate and complete information and to foster their understanding and acceptance of audit findings and recommendations.
6. Performs an annual risk assessment of City operations. An audit plan, partially based on that risk assessment, is prepared for review of the Chief Financial Officer and City Manager.

#### Administration

1. Keeps abreast of current auditing theory and practice information and Government Auditing Standards. Attends professional training courses and seminars, reads and reviews professional and government publications.
2. Performs supervisory and managerial duties that include: supervising personnel; conducting performance appraisals; recommending salary and disciplinary actions; and hiring personnel. Organizes and plans workload

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and makes staff assignments to accomplish department's work plan.

3. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
4. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

## GENERAL QUALIFICATIONS

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### EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in Accounting, Finance or Business Administration or additional equivalent experience.
- Degree in accounting preferred.
- CPA or comparable certification also preferred.

### EXPERIENCE:

- Minimum of four years of progressively responsible professional experience in the review and application of auditing principles, including two years experience in a supervisory or lead position, or an equivalent level of experience.

### SKILLS:

1. Good oral and written communication skills.
2. Good listening and negotiation skills.
3. Proficiency in Windows-based word processing, spreadsheet and presentation software applications.
4. Group presentation skills.
5. Analytical skills.
6. Ability to manage multiple projects.

### MENTAL REQUIREMENTS:

1. Ability to read and comprehend city, state and federal regulations.
2. Ability to analyze complex problems and recommend possible solutions.
3. Diplomacy and judgment.
4. Ability to assess situations and use judgment in responding.
5. Alpha and numeric recognition.
6. Ability to learn and use multiple computer programs.
7. Ability to break procedures down into individual steps.
8. Ability to understand accounting principles and auditing standards.
9. Ability to recognize and protect confidential information.
10. Ability to work independently.
11. Logical and abstract reasoning.

### PHYSICAL REQUIREMENTS:

1. Mobility to visit all City work locations.
2. Hand and eye coordination adequate to input computer.
3. Visual stamina and acuity adequate to review alpha/numeric data and spend long periods viewing a computer screen.

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4. Ability to make and receive phone calls.
5. Ability to sit and be attentive for an extended period of time.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

- Direct
  - Audit Assistants

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.