

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Audit Assistant	BAND/LEVEL:	NE/00
DEPARTMENT:	Finance & Accounting	JOB NO:	9455
DIVISION:	Finance & Accounting	DATE:	6/19/2014
REPORTS TO:	Internal Auditor	FLSA STATUS:	NE
FULL-TIME: _____	PART-TIME: _____	TEMPORARY: _____	X
			COST CENTER: 152

REPLACES:

DATE:

JOB SUMMARY STATEMENT:

Provides professional staff assistance to the Internal Auditor and Chief Financial Officer on a wide variety of auditing duties.

DUTIES AND RESPONSIBILITIES:

1. Performs internal audit duties, including but not limited to, auditing City expenditures, counting petty cash and revenue funds, auditing fixed assets, and assisting the Internal Auditor with various internal audits of City operations.
2. Performs other duties as assigned.
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 supervisors, customers, 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

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Enrollment in a bachelors or masters program in business, with an emphasis in accounting or finance.

EXPERIENCE:

None

SKILLS:

1. Good oral and written communication skills
2. Good listening skills
3. Good analytical skills
4. Ability to perform basic math and accounting skills
5. Ability to operate calculator, adding machine, typewriter and personal computer
6. PC computer skills and working knowledge of Windows-based word processing and spreadsheet software applications.

MENTAL REQUIREMENTS:

1. Ability to read and comprehend city, state, and federal policies and regulations
2. Ability to analyze complex problems and recommend possible solutions
3. Ability to assess situation and use judgment in responding
4. Abstract and logical reasoning
5. Ability to recognize and protect confidential information
6. Ability to work independently
7. Ability to understand and apply various accounting personal computer software applications.

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PHYSICAL REQUIREMENTS:

1. Hand and eye coordination adequate to input computer
2. Visual stamina and acuity adequate to review alphanumeric data and to spend long periods at computer screen.
3. Ability to make and receive phone calls
4. Mobility to visit City facilities
5. Ability to speak clearly and distinctly

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

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.