

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone: TBD

2. Class Title (i.e. payroll title):

TBD

3. Working Title (if any):

Internal Audit Manager

4. Name & Class of First-Line Supervisor:

David Schmiedicke

Work Phone: 608-267-8710

5. Department, Division & Section:

Finance

6. Work Address:

210 Martin Luther King, Jr. Blvd
Room 406
Madison, WI 53703

7. Hours/Week: 38.75

Start time: 8:00 End time: 4:30

8. Date of hire in this position:

TBD

9. From approximately what date has employee performed the work currently assigned:

N/A

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10. Position Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)

The mission of the Finance Department is to serve as steward of the city's resources and ensure public funds are collected and used according to federal and state laws and local ordinances. The Internal Audit Manager develops and reviews internal control systems to ensure funds are used appropriately, review program and performance accomplishments of city agencies and determine if agencies carried out policies directed or approved by the Common Council.

11. Position Summary:

Plan, supervise and perform internal audits to assess the effectiveness of the city's internal controls. Perform the internal audits in accordance with an annual audit work plan presented to and approved by the

city's Finance Committee. Prepare audit risk assessment plans to ensure legal and procedural requirements are met to ensure the financial accountability of city departments.

12. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

80% A. Plan, supervise and perform internal City audits

1. Develop and implement goals, policies, priorities and work plans related to internal auditing for the City.
2. Plan, supervise, and perform internal audits to assess effectiveness of controls, accuracy of financial records, and efficiency of operations.
3. Manage and conduct investigations and studies and establish controls for fraud protection.
4. Prepare organized, accurate and competent work papers and exhibit high proficiency at writing final audit reports ensuring documentation clearly supports the conclusions reached for each audit objective.
5. Work with department/division contacts to obtain information relevant to performing audits.
6. Analyze data obtained for any evidence of deficiencies in controls, compliance with laws, governmental regulations, and management policies and procedures.
7. Recommend outcomes to resolve issues that arise during the audit.
8. Serve as internal consultant to departments as requested.
9. Assist in mediating conflicts to resolve problems found in internal audits.
10. Examine payroll, personnel, journal and ledger records to determine consistent application of policies and procedures and applicable laws.
11. Review records pertaining to material and personnel assets to determine effectiveness and efficiency of utilization.
12. Conduct trainings for City staff pertaining to internal controls.
13. Act as liaison to City's external auditors as necessary.
14. Make formal/informal presentations of audit findings and recommendations to City Finance Director, staff members and elected officials, as required.
15. Other related duties as assigned.

20% B. Develop, Implement and Manage Internal Audit Unit

1. Identify organizational and staffing needs for meeting internal audit plan goals.
2. Recruit and hire associated staff
3. Manage and supervise staff within the context of overall internal audit duties.

13. Primary knowledge, skills and abilities required:

Must have a BA/BS in Accounting, Finance or closely related field which must include twenty-four (24) college credit hours in accounting or auditing; and two (2) years auditing experience, preferably with a municipal government, one (1) year of which must have been in a supervisory or lead capacity, OR a BA/BS in any field and 5 years of accounting, audit, or internal audit experience, preferably with a municipal government. Master's degree in Accounting and relevant technical certification or license preferred (e.g., CPA, CIA, CGAP, CISA, etc.).

Strong quantitative skills and data analysis skills and experience, including use of data analytics tools (Excel at a minimum).

Working knowledge of internal audit standards, and understanding of other relevant standards (e.g., yellow-book)

Experience managing multiple projects and responding to ad hoc requests.

Must have computer experience with a software system for enterprise system management such as PeopleSoft, Tyler Munis, etc.

Must have computer experience including Microsoft Word and Excel.

Must pass a thorough criminal history background check.

14. Special tools and equipment required:

None.

15. Required licenses and/or registration:

None.

16. Physical requirements:

None.

17. Supervision received (level and type):

General

18. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

19. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

20. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

SUPERVISOR

DATE

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting cityofmadison.com/employeeenet/policies-procedures/position-descriptions.