

## CITY OF MADISON POSITION DESCRIPTION

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

Work Phone:

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

Accountant 4

3. Working Title (if any):

Internal Auditor

4. Name & Class of First-Line Supervisor:

Eric Veum, City Risk Manager

Work Phone: 6-5965

5. Department, Division & Section:

Finance Department

6. Work Address:

210 MLK

7. Hours/Week: 38.75

Start time: 8      End time: 4:30

8. Date of hire in this position:

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

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10. Position Summary:

This is responsible, advanced-level professional accounting work in developing and carrying out an audit program for the City of Madison. Under the general direction of the City Risk Manager, develop and implement an internal audit program to aid the City Finance Director in evaluating the effectiveness and efficiency of operations and internal controls; plan and perform internal audits; prepare reports and support material; and perform delegated research tasks.

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

100% 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. Work with department/division contacts to obtain information relevant to performing audits.
5. Analyze data obtained for any evidence of deficiencies in controls, compliance with laws, governmental regulations, and management policies and procedures.
6. Recommend outcomes to resolve issues that arise during the audit.
7. Serve as internal consultant to departments as requested.
8. Assist in mediating conflicts to resolve problems found in internal audits.
9. Examine payroll, personnel, journal and ledger records to determine consistent application of policies and procedures and applicable laws.
10. Review records pertaining to material and personnel assets to determine effectiveness and efficiency of utilization.
11. Act as liaison to City's external auditors as necessary.
12. Make formal/informal presentations of audit findings and recommendations to City Finance Director, staff members and elected officials, as required.
13. Other related duties as assigned.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of professional accounting and internal and/or external auditing theory. Thorough knowledge of auditing standards and practices. Thorough knowledge of various accounting systems and their applicability to municipal financial operations. Thorough knowledge of and ability to use computer software applicable to the duties of the position, including Enterprise Resource Programs. Knowledge of municipal legal and political environments, and municipal operations. Ability to apply accounting theory to a wide variety of operations problems, analyze comprehensive financial statements and reports, and perform financial and management audits. Ability to work with various accounting/financial systems and/or database applications. Ability to work independently in determining work priorities, methods and assignments. Ability to organize work and meet deadlines. Ability to communicate effectively and courteously with Officials, Department Heads and other employees, and the public, in person, in writing and by telephone. Ability to communicate effectively both orally and in writing. Ability to write clear and concise narrative and statistical reports. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Operate copier, calculator, computer, and fax machine.

14. Required licenses and/or registration:

None

15. Physical requirements:

Ability to travel to multiple locations within the City to do research. Ability to sit for prolonged periods of time in front of a computer.

16. Supervision received (level and type):

Work is performed with a high degree of independence and discretion

17. 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).

18. 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

19. Supervisor Statement:

- X 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

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.