



City of Kansas City, Missouri Job Class Specification

Job Title: INTERNAL AUDITOR

Department: MULTI

Job Code: 1123U

Status: EXEMPT

Grade:

UNCLASSIFIED

Summary

This is highly responsible administrative and professional work in the administering of internal auditing operations for the City Manager.

Work involves overall responsibility for the oversight of contract and internal control issues and addressing the need for auditing functions specific to administrative, fiscal and fiduciary responsibilities. This position makes recommendations for systems improvements or procedural changes to the City Manager as necessary to ensure the safekeeping of the City's assets through the promotion of strong internal controls and appropriate checks and balances.

Work is focused on ensuring integrity in the workplace and among the workforce and enforcement of ethical standards by the staff, boards, commissions, contractors and other individuals or agencies that conduct City business.

Duties and Responsibilities

- Establishes and schedules audit programs directed toward the maintenance of ethical standards, performance, behaviors and business practices and to identify internal weaknesses, deficiencies or irregularities.
- Conducts audits, reviews records and other documentation, and interviews management and other personnel to obtain needed information.
- Investigates allegations of fraud, public corruption, and perceived irregularities in the contracting process or any other indicators which give the appearance of unethical behavior or practice patterns.
- Investigates allegations of misconduct and violations of code of ethics on the part of officers and employees.
- Performs analyses, critiques, and evaluations to determine legal, contractual and financial compliance. Promotes economy, efficiency, and performance effectiveness of the activities of departments and of associated outside agencies.
- Assists in the designing of systems to prevent unethical behavior or practices.
- Manages ethics hotline complaint system.
- May review cash handling procedures or test procedural internal controls relating to the Administrative Code, AR's and MI's.
- Prepares oral and written reports of audit findings and recommendations for corrective actions and operational and managerial improvements; presents findings to affected managerial personnel and high level municipal officials, explaining findings and encouraging implementation of recommendations; provides advice on internal controls, acceptable practices and procedures.
- Performs related duties as required.

Technical Skills	Thorough knowledge of: Modern theory, principles, methods and practices of accounting, auditing, and systems auditing.
	Considerable knowledge of: Laws, ordinances, and other fiscal regulations governing municipal financial matters and the accounting of funds.
	Working knowledge of: Functions of the various departments of the municipal government. The application and use of electronic computers and related equipment. Statistical and analytical evaluation techniques.
	Ability to: Comprehend, analyze, and evaluate situations, organizations, contracts, and systems and recommend modifications and improvements. Prepare oral and written reports, including compilation of documents in support of report findings and recommendations, and to communicate them in a clear, concise and objective manner. Establish and maintain effective working relationships with other employees, municipal officials, and representatives of other governmental agencies and business concerns. Orient, train, assign, schedule and coordinate the work of others. Analyze and evaluate accounting and auditing problems.
Education and Experience	To be determined by the department head.
Certificates/ Licenses/Special Requirements	Must pass a background check as prescribed by the City.
Supervisory Responsibility	Supervision is exercised over professional personnel.
Supervision Received	Work is performed under the general direction of the City Manager or a designee.
	Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.
Created	2/99
Revised	9/06, 10/17, 8/2022