



City of Kansas City, Missouri Job Class Specification

Job Title: AUDIT MANAGER

Department: CITY AUDITOR

Job Code: 1127

Status: EXEMPT

Grade: EX-5

Summary

This is highly responsible professional government auditing work performing difficult, complex and sensitive audits of City departments and programs to determine compliance with laws and regulations, review the adequacy of management controls, and evaluate program efficiency and effectiveness.

Work involves performing varied and complex audit assignments requiring skills in financial management and analysis, and quantitative and qualitative research. Primary duties include planning audit procedures; gathering, organizing, and analyzing data; and reporting audit results. Duties also include providing training and technical assistance to less experienced audit staff, participating in City committees or task forces as assigned, and carrying out other administrative assignments. Employees in this class are expected to carry out their assignments under general supervision and to independently develop significant audit findings and recommendations for improvements in City operations. Work is reviewed through periodic conferences, review of reports and supporting work papers, and observations.

Duties and Responsibilities

- Conducts all audit work in accordance with rigorous requirements of the Government Auditing Standards.
- Performs and/or supervises audit planning, including development of audit scope and objectives and preparation of detailed audit work plans and time schedules.
- Performs more difficult, politically sensitive and deadline oriented departmental audits; determines the compliance of departmental practices with the City Charter, Administrative Code, Administrative Regulations, management policies, and state and federal laws.
- Reviews City departments' operations and procedures to determine the adequacy of internal controls.
- Collects and analyzes data and other information to evaluate the efficiency and effectiveness of City departments, programs and activities; analyses operational cost effectiveness and projects fiscal impact of alternative procedures or restructuring.
- Examines accounting and other records to verify collection of revenues, cash balances, contract compliance, inventories, and legality of expenditures.
- Interviews City employees to ascertain program operations, outcomes, and internal controls.
- Prepares work papers which record and summarize information obtained, methods used, and conclusions reached.
- Prepares and/or supervises preparation of written reports of audit findings and recommendations as well as report presentations.
- Performs quality assurance checks for politically sensitive audits.
- Reviews work of other auditors, including supervisory review of work papers, technical review of work papers and draft reports, and participation in extended review team meetings.
- Trains and supervises less experienced auditors who assist with audit assignments, including assigning audit tasks, monitoring audit progress, and resolving technical problems.
- Participates in development and presentation of training materials for less experienced audit staff as assigned.

- Participates in development of the annual audit schedule and other department planning activities as assigned.
- Participates in preparation of the department budget and other administrative tasks as assigned.
- Performs related duties as required.

Technical Skills

Thorough knowledge of:

- Principles and practices of administration and management, including but not limited to budgeting, management controls, accounting systems, purchasing, personnel administration, and contract administration.
- Application and use of electronic data processing equipment.
- Principles and practices of auditing, including but not limited to planning, interviewing, data collection and analysis, research, and evaluation.
- Laws, ordinances, and other requirements governing municipal accounting, budgeting, and administration.
- Government Auditing Standards.

Considerable knowledge of:

- Functions and operations of the various departments of municipal government.
- Publications and other information available from professional organizations in such fields as auditing, government finance, public administration, and program evaluation.

Ability to:

- Plan audits from beginning to end, including determining objectives, selecting activities to meet those objectives, and establishing and meeting time schedules.
- Collect, organize, and analyze data and other information to evaluate compliance, efficiency, and effectiveness.
- Document work performed in conformance with office policies and Government Auditing Standards.
- Develop significant audit findings for more difficult and politically sensitive audits and make recommendations for improvements in City operations.
- Organize, prepare, and present effective written and oral reports.
- Establish and maintain effective working relationships with other employees, municipal and other governmental officials, and the public.
- Participate in planning the activities of the office.

Education and Experience

Accredited Master's degree or an advanced degree in public administration or business administration, economics, accounting, finance, information systems, social sciences, statistics, or a related field and 4 years professional experience in public or government auditing, public or business administration, corporate or municipal finance, budget, research, accounting, program evaluation, or a related field. Such experience is to be of a highly responsible and complex nature to include 2 years as a Senior Auditor (or equivalent);

OR

Accredited Bachelor's degree in public or business administration, economics, accounting, finance, information systems, social sciences, statistics, or a related field and 6 years of professional experience in public or government auditing, public or business administration, corporate or municipal finance, budget, research, accounting, program evaluation, or a related field. Such experience is to be of a highly responsible and complex nature to include 2 years as a Senior Auditor (or equivalent). A professional certification such as Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Government Auditing Professional (CGAP), or Certified Fraud Examiner (CFE) may be used to reduce the required years of professional experience to 4 years.

Certificates/ Licenses/Special Requirements Supervisory Responsibility	<p>Such experience is to be of a highly responsible and complex nature to include 2 years as a Senior Auditor (or equivalent).</p> <p>Must pass a background check as prescribed by the City.</p> <p>Supervision is exercised over less experienced auditors.</p>
Supervision Received	<p>Work is performed under general supervision with considerable latitude for the exercise of independent judgment.</p> <p>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.</p>
Created Revised	<p>1/96</p> <p>1/04, 8/04, 9/05, 9/06, 1/08, 4/13, 7/13, 5/22, 12/23 , 01/2024</p>