



City of Kansas City, Missouri Job Class Specification

Job Title: CITY AUDITOR

Department: CITY AUDITOR

Job Code: 1129U

Status: EXEMPT

Grade:

UNCLASSIFIED

Summary

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

Work involves overall responsibility for the planning and directing of cooperative audit programs and activities necessary to review and evaluate the effectiveness of city operations for purposes of verification, compliance, economy, and program results. While the City Auditor functions independently as directed by the Mayor and City Council, the City Auditor is expected to participate and cooperate with the managerial, administrative staff, and external auditor. The City Auditor will function with broad latitude and independence of activities and judgment. Work is reviewed through periodic conferences, study of reports, and observations.

Duties and Responsibilities

- Conducts evaluations of programs identified by the Mayor and City Council.
- Determines whether or not ordinances adopted by the Mayor and City Council are being complied with.
- Conducts confidential investigations regarding alleged improprieties as requested by the Mayor, City Council, the City Manager, or a department head.
- Investigates allegations of misconduct and violations of code of ethics on the part of officers and employees.
- Initiates and conducts independent audits of financial records and financial control systems.
- Examines records of departments to ensure proper recording of transactions and compliance with applicable laws.
- Inspects accounting systems to determine accuracy and propriety.
- Conducts studies and analyzes data obtained for evidence of deficiencies in controls, duplications of effort, extravagance, fraud, or lack of compliance with established management policies and procedures.
- Conducts investigations into complaints and other matters which require expert opinion and reports.
- 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.
Principles of public administration with particular reference to municipal finance administration.

Working knowledge of:
Functions of the various departments of the municipal government.
The application and use of electronic computers and related equipment.

Ability to:
Understand, interpret, and explain legal requirements, rules, regulations, and procedures.
Orient, train, coordinate, and supervise the work of assigned technical and clerical subordinates.
Analyze and evaluate accounting and auditing problems and to develop and recommend effective corrective measures.
Prepare concise and comprehensive reports of audits, investigations, and surveys.
Use mature judgment, respect confidentiality, and report results sensitively.

Education and Experience

The City Auditor must be a certified public accountant, or a person specially trained and experienced in governmental or business investigation or administration.

**Certificates/
Licenses/Special
Requirements**

Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

Supervision is exercised over subordinate technical and clerical personnel.

**Supervision
Received**

Supervision is received from the Mayor and City Council or 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

2/77

Revised

5/96, 5/07, 01/2024