



## CLASS TITLE | STAFF AUDITOR I

PAY GRADE: AT-28 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 2655

Effective Date : 08/23/2023

**PURPOSE OF THE CLASSIFICATION:** Under general direction is responsible for assisting in the development and execution of comprehensive audits on internal financial and other management operations within all City departments; and performs other related duties as assigned.

### ESSENTIAL TASKS:

- Assists in the collection, compilation, analysis and interpretation of data relating to the audit of City operations and financial management systems to ensure program efficiency and effectiveness
- Reviews financial and operational records and controls to ensure proper recording of information and compliance with laws
- Coordinates with Information Technology (IT) auditors to identify, gather and analyze data within the scope of the assigned project
- Attends audit interviews to obtain relevant information for the assigned project
- Coordinates with audit team members to determine risk and controls relevant in the audit and potential testing methods
- Conducts research to gain an understanding of the area to be audited
- Must maintain standards of conduct according to the Institute of Internal Auditors Code of Ethics
- Reports to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

- (a) Completion of one hundred twenty (120) hours from an accredited college or university with a bachelor's degree in business administration, accounting, or a related field.

### Knowledge, Abilities and Skills:

Knowledge of:

- Accounting principles and methods of internal auditing
- Good knowledge of principles, practices and current trends of management analysis

Ability to:

- Maintain confidentiality
- Write clearly and concisely
- To understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key calculator and telephone; lifting, carrying, pushing and pulling up to 20 pounds; may be subject to sitting for extended periods of time, walking, standing, bending, and reaching; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; and requires some travel to various City locations to conduct audits.

**EEO Code: N-01**

**Group: Fiscal**

**Series: Financial Management**