

Classification Specification

Title: AUDITOR II
Revision Date: 07/01/19
Reports To: CITY AUDITOR
Supervises: YES

Purpose of Classification

Under direction, analyzes City programs, departments, budgets, and complex processes to identify areas of efficiency and effectiveness, and conducts program performance audits.

Distinguishing Characteristics

This is the skilled level Auditor classification. Under direction, incumbents plan and complete performance audits ranging from moderate to considerable difficulty. Incumbents in this class require more direct supervision and oversight in the performance of their duties than the Senior Auditor.

Essential Duties and Responsibilities

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Performs a variety of professional level work, including conducting performance audits of City programs and departments.
- Evaluate internal controls to identify areas of risk and document areas for improvement.
- Develop and execute audit programs, conduct fieldwork, document findings in work papers, develop project scheduling, coordinate resolution of problems encountered, and report progress of audit.
- Write reports to identify audit findings and recommendations.
- Apply knowledge of budgeting, public administration, and generally accepted governmental auditing standards.
- Assist with compiling information and conducting surveys to assess the community's satisfaction with City services and incorporating into Service Efforts and Accomplishments report.
- Maintain professionalism as a representative of the Office of the City Auditor.
- Manage and prioritize assignments to meet project goals and deadlines.
- Maintain integrity and objectivity throughout assignments, ability to handle confidential and sensitive information.
- Periodic attendance at City Council and Committee meetings, including presentation of audit reports.
- May act as lead auditor on assigned projects.
- Performs other duties of a similar nature or level.

Minimum Qualifications

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge and skills, which would typically be acquired through:

Bachelor's degree from an accredited college or university (preferably in accounting, business, public administration or related field) with at least ten semester units of accounting, finance, economics, or statistics; and two years of professional performance auditing, analytical or similar work experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Knowledge of information systems desired. Advanced degree or professional certification may be considered in lieu of experience. Master's degree, preferably in business administration, public administration or public policy, is highly desirable.

Licensing Requirements:

- Possession of a professional designation such as Certified Internal Auditor, Certified Public Accountant, Certified Governmental Auditing Professional, Certified Information Systems Analyst, Certified Government Finance Manager, Certified Risk Management Assurance, or Certified Fraud Examiner is desirable;
- Successful applicant must establish residency in Hawaii within 30 days of hire and maintain residency throughout the term of their employment.

Knowledge, Skills and Abilities

Qualifications to enter this position requires knowledge of the following:

- Organizational theory, public administration, and budgeting concepts;
- General research, statistical methodology, and analytical techniques and their application;
- Principles and practices of government and government programs;
- Generally Accepted Government Auditing Standards and principles.

Qualifications to enter this position requires the following skills:

- High level of proficiency in MS Word, Excel, and PowerPoint, plus advanced data analysis skills;
- Strong verbal, presentation, and written communication skills;
- Ability to collect, compile, analyze, interpret and present data in both written and verbal forms;
- Ability to work independently and as a team member;
- Ability to work in stressful situations and under strict deadlines;
- Ability to interpret and apply laws, regulations, administrative policies and procedures.;
- Ability to analyze contracts;
- Planning, organizing and prioritizing responsibilities so that projects and reports are completed according to established timeline;
- Demonstrating sound judgment and providing impartial advice in formulating recommendations;
- Communication and interpersonal skills.

The City and County of Honolulu is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.