

## **Classification Specification**

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

### **Purpose of Classification**

Under general direction of the City Auditor, analyzes City programs, departments, budgets, and complex processes to identify areas of efficiency and effectiveness, and conducts program and performance audits consisting of considerable scope and complexity.

### **Distinguishing Characteristics**

This is the experienced level Auditor classification. Incumbents are responsible for leading, performing and completing audits of considerable complexity and difficulty in accordance with generally accepted government auditing standards and with timely deadlines imposed. This may include leading audit teams and supervising the work of other professional and contract staff on a project basis. Senior Auditor is distinguished from Auditor II in that the former is responsible for complex audits and routinely acts as lead auditor on assigned projects.

### **Essential Duties and Responsibilities**

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

- May serve as a lead to lower level professional staff, which may include: prioritizing and assigning work; monitoring the performance of lower level staff; training staff on work methods and procedures; and, participating in performance evaluations.
- Performs a variety of professional level work, including conducting complex and sensitive 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.
- May coordinate professional and contract staff on a project basis.
- 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.
- 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 four years of professional performance auditing, analytical or similar work experience. Two of the four years experience must include lead-auditor or similar experience

leading and directing professional staff; 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. Government sector experience preferred.

**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**

Qualification to enter this position requires knowledge of the following:

- Considerable knowledge of principles and practices of Generally Accepted Government Auditing Standards (Yellow Book), public administration, budgeting, and auditing;
- Considerable knowledge of statistical methodology and other quantitative techniques;
- Project management skills, including the ability to organize, prioritize, and evaluate work, as well as the ability to supervise and direct staff;
- Concepts and techniques of costing services and/or products;
- Knowledge of governmental programs and operations;
- Knowledge of the principles and practices of program auditing;
- Knowledge of the principles of organization, methods of analysis including program evaluation, operational auditing, cost-benefit analysis, work measurement and work simplification analysis and organizational development;

Qualification to enter this position requires the following skills:

- Representing the City Auditor's Office and presenting key audit findings;
- Leading audits, including developing, organizing, directing and participating in activities relating to effective methods of program auditing;
- Planning, scheduling, monitoring and evaluating the work of project staff and contractors;
- Prioritizing and assigning work;
- Applying various auditing standards, American Institute of Certified Public Accountants principles, Government Accountability Office standards and other procedures and standards as applied to government;
- Composing clear, concise, accurate reports, using audit data;
- Researching statutes, ordinances, and applicable rules and regulations;
- 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.