

Classification Specification

Title: AUDITOR I
Revision Date: 07/01/19
Reports To: CITY AUDITOR
Supervises: NO

Purpose of Classification

Under direction of a senior auditor, 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 entry level Auditor classification. Under direction of a supervising auditor, incumbents help plan and complete performance audits ranging from moderate to considerable difficulty. Incumbents in this class require direct supervision and oversight in the performance of their duties from a supervising auditor.

Essential Duties and Responsibilities

Under the supervision of a supervising auditor, essential and other important responsibilities and duties may include, but are not limited to, the following:

- Assists in performing a variety of professional level work, including conducting performance audits of City programs and departments.
- Assists in evaluating internal controls to identify areas of risk and document areas for improvement.
- Helps 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.
- Helps to write reports or sections of reports that identify audit findings and recommendations.
- Assists in applying knowledge of budgeting, public administration, and generally accepted governmental auditing standards.
- Assists with compiling information and conducting surveys to assess the community's satisfaction with City services and incorporating into Service Efforts and Accomplishments report.
- Assists with coordination of staff on a project (e.g. external auditors or contractors through the Office of the City Auditor).
- Maintains professionalism as a representative of the Office of the City Auditor.
- Assists in managing and prioritizing assignments to meet project goals and deadlines.
- Maintains integrity and objectivity throughout assignments, demonstrates ability to handle confidential and sensitive information.
- Periodically attends City Council and Committee meetings, including presentation of audit reports.
- Performs other duties as directed.

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. Some experience in 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.

Licensing Requirements:

- 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:

- Basic knowledge of organizational theory, public administration, and budgeting concepts;
- Basic knowledge of general research, statistical methodology, and analytical techniques and their application;
- Basic principles and practices of government and government programs;
- Basic understanding of Generally Accepted Government Auditing Standards and principles.

Qualifications to enter this position requires the following skills:

- Basic proficiency in MS Word, Excel, and PowerPoint, plus data analysis skills;
- 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.