



Code: 0150

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

CLASS TITLE: MANAGER OF AUDITING

CHARACTERISTICS OF THE CLASS

Under direction, functions as second-level supervisor directing a professional auditing division composed of several auditing units, and performs related duties as required

ESSENTIAL DUTIES

- Directs audit supervisors overseeing professional staff engaged in examining and verifying financial records and accounting systems and processes of businesses with tax liabilities and delegate agencies with service contracts to determine compliance with the municipal tax ordinance and contract provisions, respectively
- Determines and prioritizes auditing projects and work objectives
- Monitors the quality and timeliness of assignments and makes changes to improve operations (e.g., ensures timely processing of tax returns and payments, ensures all expenditures are from applicable appropriations and are justified in amount for services received)
- Develops work standards and conducts performance evaluations of supervisory personnel
- Establishes, modifies, and implements policies and procedures relative to auditing operation (e.g., directs the design and modification of software applications used during the audit process)
- Assists supervisors in resolving complex issues related to the interpretation and enforcement of tax ordinances and contract provisions
- Meets with business owners and attorneys appealing assessments in order to negotiate or waive penalties and interest
- Interprets auditing principles, municipal tax ordinances, and funding source guidelines to business establishments and delegate agencies
- Directs the compilation of financial data and comprehensive statistical and narrative reports
- Determines budgets for auditing activities (e.g., reviews, authorizes, and budgets local and out of state travel arrangements)
- Oversees the conduct of internal audits performed by private firms and prepares replies to auditors' findings

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Accounting or a directly related field with 15 semester hours in Accounting plus four years of professional auditing experience of which two years are in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Comprehensive knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines
- *generally accepted accounting and auditing principles, methods, practices, and procedures
- *applicable financial analysis principles, methods, practices, and procedures
- *applicable mathematical principles and applications
- applicable computer software packages (e.g., accounting software, data management software) and applications
- City tax ordinances and requirements

Considerable knowledge of:

- *supervisory methods, practices, and procedures
- research methods and procedures

Moderate knowledge of:

- *timekeeping, payroll, and salary methods, practices, and procedures

Some knowledge of:

- budget preparation and management methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Supervisor of Auditing class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS - Use mathematics to solve problems

- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *TIME MANAGEMENT - Manage one's own time and the time of others
- *INSTRUCTING - Teach others how to do something
- *JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Supervisor of Auditing class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Supervisor of Auditing class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Supervisor of Auditing class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
(Valtera Corporation)

Date: June, 2010