



**Code: 0192**

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

---

## **CLASS TITLE: AUDITOR II**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, the class performs fully functional professional auditing duties as the intermediate level where the position works independently on moderately complex auditing assignments and conducts out of area audits under the guidance of senior-level auditors; and performs related duties as required

### **ESSENTIAL DUTIES**

- Examines detailed accounting records and computerized ledgers requiring in-depth analysis of fiscal and operational practices to determine compliance with generally accepted accounting principles, the municipal tax ordinance, funding agency, and contract specifications
- Interprets tax ordinances, contract specifications, and reporting requirements to business managers and delegate agency personnel
- Reviews moderately complex tax returns, invoices, and related business documents to determine the tax liability of business establishments
- Audits invoices, journals, and bank statements of delegate agencies to ensure compliance with funding source, and contract requirements and recommends corrective action for contract violations
- Computes taxes owed including penalties for businesses found to be in non-compliance with the tax ordinance
- Organizes financial data and prepares computerized spreadsheets and analyses of data
- Prepares summaries of audit findings for inclusion on comprehensive reports
- Participates in special audit investigations and in the preparation of related reports
- Assists auditors in gathering financial records and explaining related procedures to businesses and delegate agencies

**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 of a directly related field with 15 semester hours in Accounting, plus one (1) year of professional auditing experience; or an equivalent combination of education, training, and experience, provided that the minimum degree requirement is met

#### **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

### **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**

Moderate knowledge of:

- \*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)

Some knowledge of:

- City tax ordinances and requirements
- applicable Federal, State, and local laws, regulations, and guidelines

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

Other knowledge as required for successful performance in the Auditor I 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, take 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
- **JUDGEMENT 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 Auditor I 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
- CONCENTRATE - Concentrate on a task over a period of time without being distracted
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- 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

Other abilities as required for successful performance in the Auditor I 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  
February, 2022