



Code: 0186

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

CLASS TITLE: MANAGER OF INTERNAL AUDIT

CHARACTERISTICS OF THE CLASS

Under direction, functions as a second-level supervisor directing a professional internal auditing division, and performs related duties as required

ESSENTIAL DUTIES

- Manages the overall performance of the audit process (*i.e., planning, fieldwork, reporting*) and related audit procedures for Internal Audit projects, as assigned by the Director of Internal Audit, including developing the audit objective/scope; conducting interviews; developing criteria; reviewing and analyzing supporting documentation/evidence; documenting processes and procedures; preparing work papers; and identifying issues/concerns and making the appropriate recommendations
- Directs the internal audit staff and outside audit consultants in the proper identification, development, and documentation of relevant and impactful audit recommendations, based upon the audit work performed, including recommended new/improved policies and procedures, to enhance the City's operational, financial, and/or compliance controls and processes, and provide areas of opportunities for cost control and/or revenue generation
- Assists the Director of Internal Audit in the development of the annual audit plan, by identifying and evaluating business, financial, operational, and compliance risks and related internal controls pertaining to the City's assets, departments, programs, and contracts/funding, to assist the City in meeting its goals and objectives
- Participates in the vendor selection process for outside audit/financial consultants for Internal Audit projects and provides recommendations for the selection and contracting processes that may include preparing and distributing a RFP and evaluating/negotiating/selecting the consultant/vendor, as required
- Performs higher profile and/or higher risk audit projects and special projects/requests
- Interprets general internal auditing principles, methods, and procedures for management and provides guidance on internal auditing-related issues to staff and other City/government agencies (*e.g., City Comptroller's Office, Mayor's Office, delegate agencies*)
- Develops goals/objectives/work standards and conducts performance evaluations of subordinate staff, as well as directing staff training and development activities

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to this particular position 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 five years of professional accounting/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

- Certified Internal Audit certification (CIA) issued by the Institute of Internal Auditors, preferred
- Certified Public Accountant certification (CPA) issued by the American Institute of Certified Public Accountants, preferred

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:

- *generally accepted accounting and auditing principles, methods, practices, and procedures
- *applicable internal auditing, financial, and budget principles, methods, practices and procedures
- *contemporary risk management and control techniques, and working knowledge of control frameworks
- management information systems terminology, concepts, and practices
- applicable federal, state, and local laws, regulations, and guidelines
- applicable computer software packages (e.g., accounting software, data management software) and applications

Considerable knowledge of:

- *supervisory/management methods, practices, and procedures
- *training practices and procedures
- Institute of Internal Auditors Standards and Code of Ethics
- *common indicators of fraud

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

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
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

- LEARNING STRATEGIES - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- 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
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- NEGOTIATION - Bring others together and trying to reconcile differences
- TIME MANAGEMENT - Manage one's own time or the time of others

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
- 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
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

Other Work Requirements

- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- ACHIEVEMENT/EFFORT - Establish and maintain personally challenging achievement goals and exert effort toward task mastery
- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- 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
 - STRESS TOLERANCE - Accept criticism and deal calmly and effectively with high stress situations
 - INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
 - SELF-CONTROL - Maintain composure, keep emotions in check even in very difficult situations, control anger, and avoid aggressive behavior
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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

January, 2014