

MUNICIPAL AUDITOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for directing staff engaged in bookkeeping, record-keeping, and auditing for a municipality or other government entity such as a recreation commission, housing authority, etc. In a smaller organization, the auditor will work independently without staff. Work is performed in accordance with established Federal, State and local laws, rules, regulations and procedures.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

May prepare and supervise the Urban Renewal Reports and correspondence;

May participate in formulation of fiscal and accounting aspects of agency according to the prescribed controls mandated by the Federal and State policies;

May compile data;

May prepare and analyze financial and statistical reports and records;

May assist in the preparation of budget control;

May make spot checks of agency inventory and cash on hand;

May obtain and make comparative analyses of monthly operating statements from each department;

May make special surveys and comparative studies as directed by the Municipal administrator;

May audit financial accounts of each department to see if records check with those maintained by the County Administrator's Office;

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May point out deficiencies in present methods;

May suggest changes in methods and procedures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of modern principles and practices of governmental accounting and auditing; ability to critically evaluate financial and other business records and detect irregularities; ability to make difficult accounting analyses and to prepare clear and concise reports and statements; good observation; resourcefulness in the solution of complex accounting and auditing problems; good accounting judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of an Associates Degree in Accounting and one (1) year of accounting or auditing experience; or
- (B) Three (3) years of experience in accounting or auditing; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.