



## Internal Audit Manager

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #
087	Exempt	TBD	Non-represented	10	REV 9-13	NA

**DEFINITION:** Under general direction, manages the internal audit of District departments and processes; maintains direct access to the General Manager and Board of Directors; and manages the implementation and maintenance of audit programs for District accounts, records, contracts and financial procedures, to ensure proper recording of transactions, as well as compliance with established policies, and applicable laws and regulations.

**REPRESENTATIVE FUNCTIONS** may include, but are not limited to the following:

- Performs financial and operational audits throughout the District to provide management and the Board of Directors with objective analyses of activities and processes.
- Develops and maintains functional relationships with District departments to facilitate audit activities, and provides consultation on a broad range of financial, compliance, and operational issues.
- Develops annual audit plan; identifies areas of potential internal control and compliance exposure, as well as areas requiring improvement in operational efficiency.
- Reviews staff audit work product and reports to ensure accuracy of data, and appropriate documentation and support of findings and conclusions.
- Prepares comprehensive written audit reports and quarterly status reports for the Board of Directors, via the General Manager's Report.
- Serves as a consultant to management staff on internal control and operational issues.
- Develops and maintains extensive internal contacts; as well as external contacts with audit firms and other public and private agencies, to obtain financial and related audit data and information.
- Prepares and administers the budget of the Internal Audit unit.
- Manages and monitors the work of assigned staff and makes decisions related to hiring, staffing, promotions, discipline and transfers.
- Performs related duties as required.



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### **MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Accounting principles, practices, techniques and theories of financial reporting, budget administration and internal control; auditing standards, practices, and techniques; principles and practices pertaining to financial systems and statistical methods; principles of supervision and employee motivation and goal-setting; software applications used in auditing and data processing, as well as current software for word processing, spreadsheets, and presentation at the advanced level of proficiency.

**Ability To:** Analyze, evaluate, and organize large and complex amounts of technical, financial, and administrative data; develop and recommend effective courses of action; and communicate information in a clear and understandable manner, both orally and in writing; plan, implement, and maintain comprehensive audit programs and audit activities; analyze, evaluate, and resolve complex internal control problems; conduct performance audits and audit research; apply recognized auditing quality assurance standards to each audit project; recommend and implement more efficient methods, systems, and reporting formats; plan, assign and review the work of assigned staff; and establish and maintain effective working relationships with those contacted in the course of the work

**Education:** Equivalent to a Bachelor's degree, in accounting, business administration, or a closely related field. Certification as a Certified Internal Auditor and Certified Public Accountant is desirable.

**Experience:** Five (5) years of progressively responsible experience in public accounting with a Certified Public Accountancy firm, or as an internal auditor in a governmental or public agency setting, which involved the supervision of professional auditor staff. Experience must include the conduct of financial and performance audits.

**Physical Requirements:** Must maintain the physical condition necessary to (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) travel between District facilities.

**Special Requirements:** May be required to work outside regular business hours.