



Code: 0195

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

CLASS TITLE: AUDITOR IV - EXCLUDED

CHARACTERISTICS OF THE CLASS

Under general supervision, functions as a working supervisor over a small auditing staff or as a team leader on large and out of town auditing projects and performs professional auditing work of the most complex nature, typically requiring the application of advanced auditing knowledge, and performs related duties as required

ESSENTIAL DUTIES

- Supervises auditors on assignments involving large multi-site corporations with multiple tax liabilities and delegate agencies with large and complex service contracts to determine compliance with the municipal tax ordinance and contract provisions
- Meets with company representatives to discuss the audit process, present an audit schedule, and request financial documents
- Assigns audit responsibilities to auditing team and monitors their progress and provides assistance on complex issues
- Interprets tax ordinances, contract specifications, and reporting requirements to business managers and delegate agency personnel
- Reviews tax returns, invoices, and related business documents to determine the tax liability
- Researches payment records and verifies legitimacy of requests to approve refunds for duplicate or overpaid taxes
- Reviews reports prepared by team auditors regarding taxes owed for businesses found to be in non-compliance with the tax ordinance or contract violations of delegate agencies and ensures completeness and appropriateness of findings and recommendations
- Prepares detailed reports of audit findings
- Attends tax hearings or delegate agency compliance meetings and provides details relative to assessed tax liability and contract compliance issues, respectively
- Makes recommendations for improving accounting and record keeping procedures of businesses or delegate agencies
- Trains and coordinates training for professional auditing staff
- Organizes and oversees the coordination of the audit process conducted by private firms
- May lead special audit investigations and the preparation of related reports
- Explains internal accounting processes and researches financial records to respond in inquiries from private auditors, as needed

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 credit hours in Accounting, plus three years 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, modems)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Advanced 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

Considerable knowledge of:

- City tax ordinances and requirements
- generally accepted fiscal policy principles, methods, practices, and procedures

Some knowledge of:

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

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

Other knowledge as required for successful performance in the Auditor III 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
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *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 Auditor III 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
- 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 Auditor III class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- 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 Auditor III 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