

Code: 0223
Administrative Service
Clerical, Accounting and General Office Group
Cash Receiving and Disbursing Series

CLASS TITLE: Manager of Audit and Finance

CHARACTERISTICS OF THE CLASS: Under general direction, manages the administration of the City's \$240 million budget for health and life insurance and related benefits for 40,000 employees and 15,000 retirees; and performs related duties as required.

EXAMPLES OF DUTIES: Plans, develops and implements policies, procedures, and systems to improve the efficiency of auditing operations, third party administrators, vendors and to reduce insurance costs; directs professional auditing staff engaged in compiling and analyzing insurance benefits cost data; oversees the preparation of requests for proposals for insurance and benefits contracts; directs the compilation of cost projection data for use in the negotiation of contracts; negotiates price, terms and services of benefits contracts with insurers and administrators and recommends the contract award; authorizes payment to service providers for all services rendered; directs the generation and analysis of reports for possible cost control and savings opportunities; reviews and evaluates audit records and reports for expenditures and cost effectiveness; confers with City managers on problems and concerns regarding benefits services and procedures and develops plans to resolve same; directs the preparation of budgetary and management reports and performs related duties as assigned.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Finance, Business or Public Administration or a related degree, supplemented by five years of progressively responsible managerial experience in the negotiation, administration and financial auditing of benefits programs, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Comprehensive knowledge of auditing principles and procedures. Comprehensive knowledge of health and life insurance and related benefits programs. Good knowledge of budget management principles.

Demonstrated ability in managing a multimillion dollar benefits program budget. Demonstrated ability in developing and implementing auditing systems and procedures. Ability to develop contract specifications.

Considerable skill in managing the auditing of benefits and insurance programs. Considerable skill in negotiating contracts. Good oral and written communication skills.

November, 1990