



Code: 0193

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

CLASS TITLE: AUDITOR III

CHARACTERISTICS OF THE CLASS

Under general supervision, performs senior-level professional auditing duties where the position works independently on moderate to complex and out of town auditing assignments (e.g., businesses or delegate agencies that operate at multiple sites and have a full range of tax or service obligations), and performs related duties as required

ESSENTIAL DUTIES

- Meets with various parties (e.g., company representatives, internal executives, staff, other department members) to discuss the audit process, present an audit schedule, and request financial documents
- Examines accounting records, invoices, bank statements, and computerized ledgers to determine compliance with generally accepted accounting principles, the municipal tax ordinance, and contract provisions
- Uses software applications to extract accounting data from client databases and analyze computerized journal entries and trial balances for appropriateness of financial transactions
- Organizes financial data obtained from audit assignments and prepares computerized spreadsheets and analyses of data
- Prepares detailed reports of audit findings and explains results to audited agencies
- Recommends corrective action for delegate agencies in contract violation
- Interprets the tax ordinance to establish and explain liability to various parties (e.g., explains reporting requirements to the agency's financial officer or representative, computes taxes owed including penalties for businesses found to be in non-compliance with the tax ordinance, attends tax hearings and provides details relative to assessed tax liability)
- Makes recommendations for improving accounting and record keeping procedures
- May participate in special audit investigations and the preparation of related reports
- May supervise lower level auditors on audit assignments
- Explains internal accounting processes and researches financial records to respond to inquiries from private auditors, as required

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 two 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

Considerable 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

Moderate knowledge of:

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

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

Other knowledge as required for successful performance in the Auditor II 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

- TIME MANAGEMENT - Manage one's own time or 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 II 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 II class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- 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 II 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