



# City of Tempe

## PERFORMANCE AUDITOR

JOB CLASSIFICATION INFORMATION				
<i>Job Code:</i>	570		<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Police		<i>Salary / Hourly Minimum:</i>	\$70,317
<i>Supervision Level:</i>	Non-Supervisor		<i>Salary / Hourly Maximum:</i>	\$94,928
<i>Employee Group:</i>	CNS		<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified		<i>Market Group:</i>	Internal Auditor
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i>	Professionals

## DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
Receives general supervision from professional or other sworn management staff. May provide functional and/or technical direction to other staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Three years of recent full-time professional experience conducting compliance, financial, information systems and/or professional audits in a public or private setting. Law enforcement experience is preferred.
<i>Education:</i>	Bachelor’s degree from an accredited college in accounting, finance, auditing, public or business administration, public policy or related field emphasizing analytical skills, research, writing and organization of data. A Master’s degree in a related field is desirable.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>• Must possess and maintain a valid driver’s license.</li> <li>• Possession of, or must pass certification testing within 12 months of hire, in one of the following professional organizations certifications: Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Fraud Examiner (CFE), Certified Information Systems Auditor (CISA), Certified Government Auditing Professional (CGAP), International Law Enforcement Auditor’s Association (ILEAA) or Association of Local Government Auditors (ALGA).</li> </ul>

## ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City, and Police Department's, stated mission and values. To perform a variety of professional duties related to the internal audits of the financial and operational efficiency and effectiveness of various programs, policies and procedures throughout the Police Department; examine reports, records, and books to determine compliance with applicable laws, ordinances, regulations, contracts and department policies and procedures to ensure transparency and accountability over the use of public funds.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Perform audits of various Police Department programs, functions and systems to determine whether adequate and appropriate internal controls are in place to safeguard public resources and whether policies and procedures facilitate the Police Department's delivery of superior service and sustainable practices.
- Collaborate with Police Executive and Management teams to evaluate audit risks, evaluate controls, and design audit programs to satisfy the audit objectives in accordance with professional auditing standards. Perform a variety of management studies and projects under the direction of Police Department management.
- Assess whether police operations are in compliance with applicable laws, regulations, charter provisions, ordinances, grant provisions, contract requirements, and established policies and procedures.
- Plan, organize and conduct complex audits, reviews, investigations and special projects as assigned.
- Develop audit objectives, scope and methodologies; perform appropriate audit tests to assess performance and test accuracy of data being audited.
- Collect data through interviews, observations, and other appropriate research methods. Prepare well-organized working papers, forms and reports to support the auditing effort. Interpret and analyze relevant data to reach sound conclusions.
- Determine adequacy of record systems and procedures; and modify audit programs with approval.
- Identify areas of non-compliance, internal control weaknesses and other irregularities; clearly articulate associated risks and recommend effective corrective measures; exercise initiative and independent judgment to make decisions based on facts and information available; and

prepare appropriate working papers to provide supporting documentation of audit procedures performed, methodology and results.

- Prepare and present concise, comprehensive, formal written reports to effectively communicate audit procedures performed, methodologies, observations, findings, conclusions and recommendations for correcting internal control weaknesses, ineffective or inefficient operations and any other identified risks.
- Communicate effectively while conducting the audit and sharing the findings to the respective area under review and to the management team.
- Perform follow-up on implementing changes; and assist in monitoring the implementation of internal/external audit and stakeholder recommendations.
- Responsible for the administration, development and continuous improvement of various police audit operations and programs such as the employee suggestion and reporting program, continuous auditing, newsletter and data mining.
- Attend and participate in a variety of meetings as necessary and perform related duties as assigned.
- Physically present to perform the duties of the position.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects up to 20 pounds including storage files, reports, supplies or equipment (infrequent);
- Operate city vehicles in order to drive between police stations and attend meetings outside the city;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work in confined areas;
- May require working extended hours or occasionally working alternative schedules; and
- May work alone for extended periods of time.

#### COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

#### **JOB DESCRIPTION HISTORY**

*Effective September 2018*

*Revised February 2019 (Job title update)*