

City of Portland

CLASS SPECIFICATION
PERFORMANCE AUDITOR III

[**CLASS CODE**]

[**ESTABLISHED DATE**]

CLASSIFICATION SUMMARY

Reports to the Chief Performance Auditor. Under minimal supervision, supervises and performs highly complex analyses, audits, and studies on a wide range of management, administrative, financial, budgetary, operational, and other organizational issues.

Responsibilities include: independently planning, organizing, supervising, and carrying out complex management, performance and other specialized audits and analyses of City activities, functions, and programs; defining and applying appropriate study methodologies; using analytical tools and techniques; applying generally accepted government auditing standards on complex projects to achieve reliable and fact-based conclusions and recommendations; leading teams of qualified audit professionals through complex audits.

DISTINGUISHING CHARACTERISTICS

Performance Auditor III is the highest of three classifications in the Performance Auditor series.

Performance Auditor III is distinguished from Performance Auditor II in that the latter leads audit fieldwork procedures and reviews the work of other project team staff, and the former is the auditor-in-charge of audit projects and is responsible for planning, leading, and completing large-scale or complex projects.

Performance Auditor III is distinguished from the Chief Performance Auditor in that the latter is responsible for the supervision of Performance Auditor positions and the former is responsible for overseeing audit procedures on projects.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties, as assigned.

General Duties:

1. Plan, organize, coordinate, lead, and conduct complex administrative, operational, financial, and management studies and audits of City activities, functions, and programs; identify opportunities to improve efficiency, effectiveness, and equity, and solve problems.
2. Develop detailed work plans to guide activities and address audit objectives; estimate schedule and budget; determine techniques and processes; identify issues; analyze alternatives and make recommendations; discuss findings with and solicit feedback from those responsible for the programs and operations subject to audit; incorporate revisions into draft audit reports; finalize reports with input from senior management and City Auditor; develop implementation recommendations.
3. Assign, facilitate, coordinate, and supervise data collection; provide adequate resources and direction to audit staff to ensure audit objectives are completed within assigned timeframes; facilitate periodic status updates with audit staff and management to review conclusions and monitor project milestones.

4. Serve as liaison between Bureaus/Offices, consultants, and outside auditors; communicate audit schedules and results.
5. Draft a variety of materials, including reports, working papers, procedures, manuals, briefing packets, and proposed Code or ordinance changes.
6. Manage the City's contract with independent licensed public accountants to conduct the annual audit of the City's financial statements.
7. Conduct quality assurance reviews of audit files and working papers to ensure compliance with government auditing standards.
8. Lead, coordinate, manage, and participate in special projects and assignments throughout the City and with other local agencies; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
9. Oversee projects completed by consultants; monitor and report on progress; communicate and resolve issues with external service providers on products, schedule, billing, and other administrative issues; ensure that deliverables meet needs and contract requirements.
10. Represent the City Auditor's Office at community and professional meetings, committees, conferences, and before City Council, legislative hearings, and other regulatory settings.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under minimal supervision by the Chief Performance Auditor and review of work will be reviewed by the City Auditor.

This classification has no supervisory responsibilities, but provides leadership and administrative oversight of teams of professional auditors and support staff on complex projects.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Advanced knowledge of principles and practices of government performance auditing and generally accepted government auditing standards established by the U.S. Government Accountability Office.
2. Advanced knowledge of principles, practices, and methods of organizational, operational, administrative, performance, and procedural research and analysis, including program evaluation methodologies.
3. Thorough knowledge of the principles and practices of leadership, operational and strategic planning, and current business communication.
4. Knowledge of principles, tools, and techniques of project planning and management.
5. Knowledge of principles and practices of public administration, including financial management, budget preparation and administration, governmental accounting, human resources management, risk management, public contracting, purchasing, and maintenance of public records.
6. Knowledge of research methods and statistical sampling techniques, and quantitative and qualitative analysis.
7. Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
8. Ability to develop and execute multipart audit plans; collect, evaluate, and interpret a broad range of complex data, either in electronic, written, statistical, or narrative form; perform highly complex analyses of financial, budgetary, operational, and organizational issues; evaluate alternatives and reach logical and fact-based conclusions and recommendations.
9. Ability to utilize City-specific technology and general office software, including statistical, spreadsheet, and database software to maintain data and conduct analyses.
10. Ability to communicate effectively, both verbally and in writing; present conclusions and recommendations clearly, logically, and persuasively to diverse audiences; prepare concise and comprehensive reports, correspondence, and other documents appropriate to the audience.

11. Ability to exercise sound independent judgment within broad policy and procedural guidelines.
12. Ability to establish and maintain effective working relationships with managers and staff, elected officials, representatives of other governmental agencies, and others encountered in the course of work.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or related field;

AND

Experience: Five (5) years of progressively responsible professional experience in financial management, operations, internal auditing, or public sector auditing.

Special Requirements and/or Qualifications:

None.

Preferred Qualifications:

Professional certification in a related field.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: