



**Code: 0149**

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

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## **CLASS TITLE: SUPERVISOR OF AUDITING**

### **CHARACTERISTICS OF THE CLASS**

Under direction, functions as a supervisor directing the work of a professional auditing unit, and performs related duties as required

### **ESSENTIAL DUTIES**

- Supervises the work of professional auditors engaged in the examination and verification of financial records and accounting processes of businesses with tax liabilities and delegate agencies with service contracts to determine compliance with the municipal tax ordinance and contract provisions
- Assigns and reviews auditors' work and ensures travel guidelines are followed
- Oversees the conduct of audit conferences with local and out of state business establishments and delegate agencies, ensuring the audit process is understood and findings are communicated
- Reviews audit findings, computer spreadsheets, and narrative summaries prepared by staff to ensure appropriateness of analysis regarding tax liabilities and contract violations discovered and approves audit reports
- Attends closing meetings with audited agencies to provide details relative to audit findings, explain the City's assessments, and discuss complaints and the appeal process
- Approves refunds for duplicate or overpayment of taxes
- Interprets the audit process, municipal tax ordinances, and funding source guidelines to representatives of businesses and delegate agencies
- Trains and coordinates training efforts of professional auditing staff
- Develops work standards and conducts staff performance evaluations
- Supervises special audit investigations of large businesses or delegate agencies
- Compiles and prepares productivity reports of audit activities
- May design and modify software applications to improve auditing systems and internal controls of designated clients
- Organizes and oversees the coordination of the audit process conducted by private auditing firms

**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 four years of professional auditing experience of which one year is in a supervisory role related to the responsibilities of the position, 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**

Comprehensive 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

Advanced knowledge of:

- City tax ordinances and requirements

Moderate knowledge of:

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

Some knowledge of:

- \*timekeeping, payroll, and salary 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 IV 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
- \*INSTRUCTING - Teach others how to do something
- \*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 IV 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 IV class

### **Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- 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 IV class

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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.

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City of Chicago  
Department of Human Resources  
(Valtera Corporation)

Date: June, 2010