



Code: 0191
Family: Accounting and Finance
Service: Administrative
Group: Clerical, Accounting, and General Office
Series: Accounting and Finance

CLASS TITLE: AUDITOR I

CHARACTERISTICS OF THE CLASS

Under immediate supervision, performs entry-level professional auditing duties where the position is directly supervised on basic auditing assignments (e.g., small businesses with few tax obligations, delegate agencies with simple contracts), and conducts out of area audits under the guidance of senior-level auditors, and performs related duties as required

ESSENTIAL DUTIES

- Examines basic accounting records and computerized ledgers to determine compliance with generally accepted accounting principles, the municipal tax ordinance, and funding agency and contract specifications
- Interprets tax ordinances, contract specifications and reporting requirements to business managers and delegate agency personnel
- Reviews routine tax returns, invoices, and related business documents to determine the tax liability of business establishments
- Audits invoices, journals, and bank statements of delegate agencies to ensure compliance with funding source and contract requirements and recommends corrective action for contract violations
- Computes taxes owed including penalties for businesses found to be in non-compliance with the tax ordinance
- Organizes financial data and prepares computerized spreadsheets and analyses of data
- Assists in preparing summaries of audit findings for inclusion in comprehensive reports
- May participate in special audit investigations and in the preparation of related reports

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

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

Some 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

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

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
- *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

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 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

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