

**CITY OF CHATTANOOGA**  
**Classification Specification Title: City Auditor**

**Department: Internal Audit**

**Pay Grade: GS.23**

**Supervision Received From: Mayor**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Sr. Auditors, Admin**

**Established: 6/29/07**

**Support Specialist**

**Revision Dates: 4/1/25; 8/27/24;**

**10/2023; 2/19/13**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for directing the City's comprehensive internal auditing program in accordance with Government Auditing Standards and managing the City's fraud investigations. Duties include: establishing policies for the City's auditing activities; conducting special examinations relating to fraud; supervising Internal Audit staff in the conduct of field audits; recommending improvements of management controls; reviewing and checking work of internal auditors; and, overseeing and ensuring efficient resources and fiscal management for the division. Work is performed under administrative review, working with the maximum degree of initiative and judgment.

**SERIES LEVEL:**

The City Auditor is a stand-alone position.

**ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Supervises internal audit staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

Provides oversight and directs the implementation of internal operations for auditing programs, which includes: planning, coordinating, administering, and evaluating programs, projects, strategic planning, processes, procedures, systems, standards, and/or service offerings; ensures compliance with Federal, State, and Local laws, regulations, codes, and/or standards; coordinates activities between multiple service areas; works to integrate and coordinate service areas.

Establishes policies for the auditing activity and serves as liaison between the division, elected officials, and the Audit Committee; and serves as the official spokesperson for the division on all audit matters.

Develops and executes a comprehensive audit agenda for the evaluation of management controls provided over all City activities.

Examines the effectiveness of all levels of management in stewardship of resources, compliance with federal, state, local laws, regulations, policies, and procedures; and recommends appropriate management controls to safeguards resources and ensure compliance with laws and regulations.

Reviews procedures and records for adequacy to accomplish intended objectives; and appraises policies and plans related to the activity or function under audit review.

Appraises the adequacy of the corrective action taken by management to correct reported deficient conditions; accepts the adequate corrective action; monitors and reviews activity in areas requiring corrective action.

Authorizes the publication of reports on the results of audit examinations, including recommendations for improvement, as well as reviewing findings and recommendations with appropriate officials.

Evaluates the adequacy of actions taken by operating management to correct reported deficient conditions and acceptance of adequate corrective actions; performs on-going reviews with appropriate management personnel on actions considered inadequate until satisfactory resolution has occurred.

Conducts special examinations at the request of the Audit Committee, elected officials and reviews of representations made by citizens or other outside individuals, including fraud, special projects, or related items.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

Bachelor's Degree in Accounting, Finance, or related field and eight (8) years of related audit experience, including supervisory experience; or any combination of equivalent experience and education.

#### LICENSING AND CERTIFICATIONS:

Certified Public Accountant. A valid Driver's License.

#### KNOWLEDGE AND SKILLS:

Knowledge of managerial principles; auditing principles and practices; governmental accounting principles; fund accounting principles; municipal government operations; Generally Accepted

Government Auditing Standards; internal control systems; applicable Federal, State, and Local laws, ordinances, codes, rules, regulations, policies, procedures, and standards; and, quality assurance principles and practices.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; conducting investigations of fraudulent activities; planning and implementing internal audits; evaluating internal controls and making recommendations based on findings; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies, procedures, and standards; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

#### PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

#### WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

#### SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.