



City of Tempe

INTERNAL AUDITOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	506	<i>Department / Office:</i>	Internal Audit
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Auditor
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives direction from the City Auditor.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	One (1) year of accounting, auditing, and/or database management experience.
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university with major course work in accounting, auditing, information technology or a degree related to the core functions of this position.

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’s stated mission and values. To support the Internal Audit Office through performing a variety of professional duties completing less complex audits and projects assisting with internal audits of the City’s departments, divisions and functions.

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.
<ul style="list-style-type: none"> • Assist in the administration of the City of Tempe’s Contract Management System. • Perform audits of departments, divisions, programs, and contracts to determine legal and financial compliance with applicable ordinances, regulations, and contractual agreements.

- Perform audits related to the financial and operational efficiency and effectiveness of various functions, programs, policies and procedures throughout City divisions and departments; to audit books and records of concessionaires working under agreement with the City.
- Perform audits of various City departments, 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 City and its departments in delivering superior service and sustainable practices.
- Assist in the administration, development, and continuous improvement of various Internal Audit operations and programs such as the employee suggestion and reporting program, continuous auditing, newsletter, and data mining.
- May attend and participate in a variety of meetings.
- Perform related duties as assigned.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

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 July 2013

Revised August 2016 (purpose statement and essential functions)

Revised August 2018 (title and essential functions)

Revised April 2021 (updated physical demands & work environment)

Revised January 2023 (remove "I" from job title)