

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 202

EDP AUDITOR

GENERAL

Professional auditing work examining and analyzing computerized financial and non-financial operations of the city departments.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Conducts EDP, financial, compliance, and operational audits of City departments and activities.

Develops detailed information systems audit programs for new applications being designed, existing applications being modified and for financial, operations and compliance audits.

Meets with departmental officials and Information Processing design project teams and actively participates in discussion and evaluation of management needs, objectives and goals for new computer applications under development and to review adequacy of existing systems.

Examines and evaluates automated internal accounting controls and procedures, financial reports, data files and reports produced to determine their adequacy, to verify controls, completeness and accuracy through use of EDP audit software programs, tests and computerized controls and calculations and interviews with personnel.

Prepares and submits reports of analyses and appraisals of information systems applications and operations, makes recommendations to improve control weaknesses and application efficiency. Discusses reports and recommendations with Internal Auditor.

Meets with departmental officials, representatives of outside businesses and vendors during the course of audits to discuss and evaluate accounting systems, accounting reports, and operational procedures; conducts exit audit conferences to discuss audit findings and recommendations with departmental officials, representatives of outside businesses and vendors.

Conducts follow-up reviews to determine implementation status of audit recommendations.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of accepted accounting practices and procedures, public finance administration and internal control systems in a computerized environment. Knowledge of computer hardware, software, systems and applications relating to accounting and auditing. Knowledge of the principles, practices and

procedures of auditing as they apply to public finance and governmental accounting. Knowledge of federal, state and local laws, ordinances and regulations relating to financial operations, records and auditing.

Ability to examine, analyze and draw conclusions from accounting data, both written and electronically stored. Ability to operate a computer to access all necessary systems and data, employing appropriate computer languages. Ability to prepare and present precise audit reports and recommendations orally and in writing. Ability to establish and maintain effective working relationships with departmental officials, other employees, representatives of outside agencies and vendors, and the general public.

MINIMUM QUALIFICATIONS

Graduated from an accredited college or university with a Bachelor's degree in Accounting or Computer Science. Considerable experience in auditing, accounting or programming experience in a computerized environment. CIA, CPA and CISA preferred. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling,, pushing, and pulling. Daily lifting of up to 20 lbs.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 7/95

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.