



The City Beautiful

City of Coral Gables Job Description

Job Title: Chief Compliance Officer
Department: Internal Audit
Classification: 0333
Pay grade: 27E
FLSA: Exempt

Prepared Date: 01/96
Approved By:
Approved By:

Summary

Performs administrative and supervisory work in compliance and internal auditing. Furnishes analyses, recommendations and pertinent comments to all levels of management regarding activities audited.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Prepares City's annual audit plan and performs audits scheduled in the City's Annual Audit Plan.

Coordinates and assists the activities of the external auditor.

Performs unscheduled special projects and audits as requested by management.

Manages the Internal Audit Division to include planning, supervising, directing, assigning and evaluating work performed.

Communicates audit results to the Budget/Audit Advisory Board.

Implements and directs systems and procedures.

Supervises the development of revised or new systems, policy forms and procedures.

Conforms with and abides by all regulations, policies, work procedures and safety rules.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

The incumbent must be knowledgeable in governmental accounting, auditing, purchasing, financing and expenditure control systems and procedures. Knowledge of laws ordinances, opinions, rules and regulations pertaining to fiscal management of the City. Familiar with the organizational structure and operation of the various City departments. Must be able to analyze and interpret accounting data; devise, implement and direct audit procedures and techniques. Ability to prepare and submit comprehensive reports, supervise the activities of an auditing staff and to communicate with and advise Department Heads and management. Ability to communicate well orally at all levels of the organization with tact and diplomacy.

Ability to work independently and to maintain effective working relationships with co-workers, City officials and the general public.

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 telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Proficiency in the use of a variety of computer programs such as Excel and Word. Work is predominately indoors within a usually quiet to moderately noisy environment. Considerable amount of time is spent working/sitting in front of computer. Must be able to lift, carry and or push articles weighing up to 20 lbs.

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

Minimum Education and Experience

A Bachelor's Degree in Accounting, Finance or related field.

Six (6) years professional accounting experience to include internal auditing, and two (2) years experience in a supervisory capacity is required.

Certified Public Accountant (CPA).

Valid Florida Driver's license.