ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT
FINANCIAL MANAGEMENT DIVISION

EMERGENCY APPOINTMENT OPPORTUNITY NOTICE

DATE: April 16, 2019

EMERGENCY APPOINTMENT OPPORTUNITY FOR FOUR (4) AUDITOR II POSITIONS

APPLICATION DEADLINE - MAY 10, 2019

POSITIONS AVAILABLE
Four (4) vacant Auditor II positions assigned to the Garland Building - 1200 W. 7th Street, Los Angeles.

MINIMUM REQUIREMENTS
1. One year of full-time paid professional experience in government, enterprise, commercial, or financial accounting or auditing in a class at the level of Accountant; and

2. Graduation from an accredited four-year college or university with either:
   a) A major in accounting; or
   b) Satisfactory completion of at least 24 semester or 36 quarter units in the following courses: Principles of Accounting I and II (full year introductory course); Intermediate Accounting I and II (full year course); Cost Accounting; or Auditing; and either Governmental Accounting I and II, Tax Accounting, or upper-level data processing (full year course).

*ALL APPLICANTS MUST MEET THE MINIMUM ELIGIBILITY REQUIREMENTS BY THE DEADLINE DATE*

**NOTE**
All Emergency Appointments are temporary assignments and are subject to the approval of the Personnel Department. Emergency Appointments must be terminated immediately when a regular appointment can be made from an eligible list. Therefore, all candidates must meet the minimum requirements indicated on the exam bulletin for Auditor.

DUTIES
These positions are assigned to the Audit and Fiscal Review Section, and the duties include, but are not limited to: Performs fiscal monitoring, including site visits, review of policies and procedures, cost reports, and bank reconciliation; verifies audited statements; prepares indirect cost rate approvals; performs desk reviews of single audit reports to determine compliance with City reporting requirements; determines adherence to contract provisions; and ensures compliance with Federal, State and City contracts and regulations.

SELECTION PROCESS
Applications will be thoroughly reviewed to determine a reasonable number of candidates with applicable background and experience to interview. As a part of the selection process, present and former supervisors may be contacted and a review of personnel folders will be conducted. A performance exercise may also be given.
HOW TO APPLY
Interested candidates should immediately submit the following by email in PDF format:

1. Résumé detailing applicable background and work experience.
2. Completed City of Los Angeles job application (revised version dated 7/2018). Applications may be accessed at http://per.ci.la.ca.us/Forms/Application.pdf

The email must be sent to tonja.bellard@lacity.org The subject line of the email must read: “AUDITOR II EMERGENCY APPOINTMENT - ( Applicant’s name)”.

Incomplete applications will not be considered. Only those candidates selected for an interview will be contacted by EWDD Human Resources staff.

Completed applications must be received by no later than 4:00 p.m. on Friday, May 10, 2019.

This is an exempt, at-will position. The individual appointed to this position will not accrue any Civil Service tenure, contractual employment rights, or due process rights. The incumbent may be removed at any time, without any finding of cause, by the hiring authority.