

CONTROLLER AUDIT ANALYST 1628

TASK LIST 2023

1. Assists in conducting preliminary surveys of City departments, functions and programs to identify areas that would most benefit from audit services in order to improve government performance and integrity.
2. Assists in developing audit scope, objectives and procedures to ensure key risks are being addressed by the project.
3. Assists in planning investigative strategies and approaches to ensure key risks are being addressed by the project.
4. Conducts interviews and prepares supporting documentation, such as summary write-ups and oral and written reports in order to meet evidentiary standards.
5. Secures facts and develops evidence from all sources in order to establish the extent and nature of violations being investigated.
6. Examines and analyzes a wide variety of documentary evidence such as bank records, financial records, systems of internal controls, contractor records, and other relevant records in order to support audit or investigation objectives.
7. Assists or prepares in the preparation of audit point sheets, identifying all elements of an audit finding in order to meet auditing standards.
8. Reviews and analyzes records of City departments and organizations in order to determine compliance with applicable rules and regulations.
9. Performs walk-throughs of processes in order to gain a clear understanding of departmental operations.
10. Analyzes data and documents collected in support of the audit objectives in order to support audit or investigation objectives.
11. Prepares and maintains audit and investigative work papers in order to meet evidentiary requirements and standards.
12. Recommends corrective action in order to resolve audit or investigative issues.
13. Assists in the preparation of audit findings to management in order to facilitate discussion and feedback.
14. Assists in the preparation of draft written reports in order to present to the public and departmental stakeholders.
15. Assists in the creation of contract management tasks, such as writing requests for proposals, selecting contractors, evaluating deliverables and monitoring invoices and payment schedules in order to facilitate the complete of consultant-led projects.
16. May be occasionally assigned to special projects in order to support Internal Audit Division goals.
17. May be occasionally assigned other duties for training purposes in order to meet technological changes or emergencies.