



**METROPOLITAN GOVERNMENT OF NASHVILLE &  
DAVIDSON COUNTY, DEPARTMENT OF HUMAN RESOURCES,  
*an equal opportunity employer***

*Invites Applications For The Position Of:*

**Internal Auditor 1 - #12102E**

Candidates MUST apply on line at: [www.nashville.gov](http://www.nashville.gov)

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**Open Competitive Job Announcement**

**SALARY:** \$41,257.00 - \$47,444.00 Annually

**ISSUE DATE:** January 3, 2012

**FINAL FILING DATE:** January 24, 2012

**THE POSITION:** Performs standard auditing duties, assisting Metropolitan Auditor by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, internal control, financial reporting, service delivery, and governance processes. This is a non-supervisory classification.

**TYPICAL DUTIES:**

Performs assigned audit projects independently. Will assist with audit:

- Development of scope, objectives, and methodology.
- Program development.
- Individual and group interviews; meeting agenda; qualitative and quantitative data collection, transference, reproduction, and results documentation.
- Work paper preparation, indexing and organization.
- Entrance and exit conferences.
- Report and correspondence preparation.
- Data entry for annual Metro-wide risk assessment and recommendation implementation tracking.

Performs audit quality assurance support duties, including:

- Reviewing and verifying working papers and checking cross-references.
- Reviewing draft reports and verifying cross-references to supporting working papers.
- Monitoring staff compliance with continuing professional education.
- Completing project quality assurance check-list.

Performs assigned office support and administrative tasks such as:

- Tracking of annual disclosure statements.
- Monitoring and reporting on department budget versus actual expense variances.
- Coordinating human resources activities.
- Procuring supplies and services.
- Processing invoices for payment.

Current certification not required, however successful candidate will pursue certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), or Certified Information Systems Auditor (CISA), or other applicable professional designation.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Accounting, Finance, Information Systems, or Masters of Public Administration.

**PREFERRED EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES:**

Current certification as Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), or Certified Information Systems Auditor (CISA).

Knowledge of government auditing standards and Metro government organizational structure.

Critical thinking and technical skills necessary to distinguish between significant and non-essential information.

Skill in effectively organizing and documenting work, and ability to complete assignments in timely manner.

Skill in both oral and written communication.

Ability to understand wide variety of departments' practices and procedures.

Ability to work independently and meet deadlines.

Ability to analyze financial and operational data.

Ability to form and sustain work relationships requiring high degree of trust and cooperation.

Ability to develop and document complex recommendations.

**\*\*An Incomplete application or missing documents may result in disqualification.\*\***

**Fill in complete work history, do not attach resume in lieu of requested information.**

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To view entire job announcement, go to: [http://www.nashville.gov/hr\\_benefits/jobs/employment\\_center.asp](http://www.nashville.gov/hr_benefits/jobs/employment_center.asp)



Requests for ADA accommodation should be directed to the Recruitment Center @ 862-6640