METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY

Department of Human Resources
http://www.nashville.gov/Human-Resources/Employment-Opportunities.aspx

Invites Applications For The Position Of:

Senior Internal Auditor

An Equal Opportunity Employer

SALARY

$65,377.35 - $78,587.79 /Year

ISSUE DATE: 07/07/15

FINAL FILING DATE: 08/10/15

THE POSITION

Leads audit project teams to assist the Metropolitan Auditor by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, internal control, financial reporting, service delivery, and governance processes.

Applicants MUST attach resume to online application!!

TYPICAL DUTIES

Leads team in producing internal milestone documents and external outputs.
Drafts, reviews, and revises recommendations for project.
Identifies critical issues based on inherent risk.
Develops key relationships among disparate data.
Provides summaries to support critical conclusions.
Establishes reasonable accurate timelines for work and focuses team to meet timelines.
Performs assigned audit projects independently, and is responsible for:
• Developing audit scope, objective, and methodology; preliminary planning; individual and group interviews.
• Program development.
• Qualitative and quantitative data collection, transference, and reproduction.
• Meeting agenda and results documentation.
• Work-paper preparation, indexing and organization.
• Entrance and exit conferences.
• Report and correspondence preparation.
• Performing assigned audit quality assurance support duties, including: work-paper review and verification, and cross-reference checking.
• Report review and data verification.
Assists in managing audit projects outsourced to consultants.
Performs investigation of hotline complaints or other sensitive matters.
Performs related duties and fulfills responsibilities as required.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Accounting; or Finance; or Information Systems; or Masters of Public Administration; AND five (5) years of internal auditing or public accounting auditing experience. OR

Masters of Accountancy or Masters of Business Administration; AND four (4) years of internal auditing experience or public accounting auditing experience.

REQUIRED LICENSES/ CERTIFICATIONS:
Certification as a Certified Public Accountant (CPA), or Certified Internal Auditor (CIA), or Certified Fraud Examiner (CFE), or Certified Information Systems Auditor (CISA).

Candidates with accreditations earned in a foreign institute are encouraged to apply.

Note: Per Metro Ordinance No. SO94-1078, all employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.

PREFERRED EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of government auditing standards and advanced expertise in internal audit methods, techniques and skills
Critical thinking and technical skills necessary to distinguish between significant and non-essential information.
Knowledge of information technology application and general controls.
Knowledge of ACL, Teammate, JD Edwards EnterpriseOne, and CityWorks applications.
Ability to model professional behavior, coach others, and motivate team to commit to project goals.
Ability to understand wide variety of departments' practices and procedures.
Ability to work with high degree of independence and to complete assignments in a timely and effective manner.
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.
Certified Internal Auditor or Certified Public Accountant.

****An incomplete application or missing documents may result in disqualification.****
Fill in complete work history, do not attach resume in lieu of requested information.

Requests for ADA accommodation should be directed to David.Sinor@nashville.gov or phone 615-862-6735.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.nashville.gov/Human-Resources/Employment-Opportunities.aspx
OR
Metropolitan Government
Human Resources Department
404 James Robertson Parkway, Suite 1000
Nashville, TN 37219
(615) 862-6640

EXAM #16007E
SENIOR INTERNAL AUDITOR
LB

Senior Internal Auditor Supplemental Questionnaire

* 1. Do you have a Bachelors Degree in Accounting, Finance, or Information Systems?

❑ Yes ❑ No

* 2. Do you have a Masters Degree in Public Administration?

❑ Yes ❑ No

* 3. If your answer to Question 1 or 2 was "Yes," please indicate the number of years of internal auditing or public accounting auditing experience you have.

❑ Less than 5 years
❑ 5 or more years
❑ 7 or more years
❑ 10 or more years

* 4. Do you have a Masters of Accountancy degree?

❑ Yes ❑ No

* 5. Do you have a Masters of Business Administration degree?

❑ Yes ❑ No

* 6. If your answer to Question 4 or 5 was "Yes," please indicate the number of years of internal auditing or public accounting auditing experience you have.

❑ Less than 4 years
❑ 4 or more years
❑ 7 or more years
❑ 10 or more years

* 7. Please indicate if you possess any of the following professional certifications:

❑ None
❑ Certified Public Accountant
❑ Certified Internal Auditor
❑ Certified Fraud Examiner
❑ Certified Information Systems Auditor

* 8. I understand that all related work history/experience, education, certification and/or licenses must be reflected on my application for this position. I further understand that an incomplete or misleading application or a failure to attach required documents may result in disqualification.

❑ Yes ❑ No

* Required Question