

City of Richmond
Internal Auditor Position

The City of Richmond Auditor's Office is seeking an Internal Auditor to provide professional auditing services to City agencies, departments and programs. The main purpose of this position is to conduct reviews of financial, accounting, and or management operations and controls to ensure funds, personnel, equipment and other resources are employed effectively, securely, economically and within legal standards. Successful candidates will have demonstrated knowledge of auditing guidelines and professional standards, have the ability to work well in teams, effective communication both oral and written, the ability to meet deadlines, effective time management and organizational skills.

Responsibilities will include:

- Conducting financial, compliance and operational audits
- Preparing various audit planning documents, risk assessment, internal control questionnaires, background analysis, planning memos and work programs
- Fieldwork to accomplish objectives as outlined; gather, test, validate data and write lead memos
- Applying principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Making appropriate and timely follow-up on previous recommendation to determine if satisfactory actions have been taken

The minimum qualification for this position is a Bachelors degree in Accounting, Business Administration, Economics, Public Administration or related field.

Actual starting salary will be commensurate with education, certifications and operational audit experience. Experience in government a plus. A CPA, CIA, or CISA certification is highly desirable.

To apply go to: <http://agency.governmentjobs.com/richmond>