

Internal Auditor IV

Position Information

Position Information

Posting Title	Internal Auditor IV
Job Requisition Number	COA092972
Position Number	118763
Job Type	Full-Time
Division Name	Av - Finance
Minimum Qualifications	<p><i>Education and/or Equivalent Experience:</i></p> <ul style="list-style-type: none">• 4 year degree in accounting, business, social sciences, public administration, or related field• 5 years relevant experience, including 3 years lead or supervisory experience• Masters in related field can substitute for 1 year of experience <p>Licenses or Certifications:</p> <ul style="list-style-type: none">• CIA, CGAP, CPA, or CFE required• One additional audit-related certification required

Notes to Applicants



Austin-Bergstrom International Airport

POSITION OVERVIEW:

The purpose of this position is to serve as the lead auditor for Austin Bergstrom International Airport (ABIA). They will develop audit methodologies to investigate, review, and analyze financial information, internal controls, operational performance, and management practices related to ABIA's compliance with the Federal Aviation Administration (FAA), federal laws, statutes, and guidelines, local, and state, as well as internal financial policies and procedures. Additionally, this role will serve as a representative of ABIA with the Association of Airport Internal Auditors (AAIA). This position will be responsible for conducting audits throughout the Aviation's current and build-out footprint. Audits will range from FAA regulations, guidelines, and best practices to financial accountability to those associated with policies, procedures, and City of Austin (COA) and ABIA established practices. This position will engage with financial services, including banking processes, cash management procedures, and financial transactions, as well as common industry physical security standards for enterprise, grant, and bond funds. This role will be tasked with issuing the final reports associated with these audits and communicating the results to management and relevant stakeholders. They will develop an internal audit charter, to include audit policies, procedures, and templates and implement improvements to ensure compliance with the International Standards for the Professional Practice of Internal Auditing.

TRAVEL:

If you are selected for this position, and meet the Driver Safety Standards in the City of Austin [Driver Safety Program](#), you may drive when necessary to multiple locations as part of your regular job duties. Otherwise, you are responsible for getting to and from these locations.

APPLICATION INFORMATION:

- A detailed and complete employment application is required to help us better evaluate your qualifications and will be used to determine salary if you are selected for this position.
- Please list your complete employment history, to include all job duties, responsibilities and employment dates on your online application.
- The application is an official document; incomplete applications will not be considered (i.e., "see resume" or "see LinkedIn profile").
- Resumes will not be used to qualify for the position and will not be used to recommend salary.
- Supplemental information or changes to your application will not be accepted after the job posting closes.
- The responses to the supplemental questions inquiring about experience should be reflected on your application.

VETERAN:

Veteran candidates will be required to provide a copy of their DD214 at the time of interview.

GOOD STANDING – DEPARTMENT/DIVISION POSTINGS:

Employees, in Good Standing, who are candidates within the department/division that the position resides in and who meet the minimum and preferred qualifications (if any) of the position will be included in the initial interview. Department/division employees must remain in Good Standing through the Top Candidate Selection phase at which time the Good Standing status will be re-verified.

CRIMINAL HISTORY BACKGROUND CHECK:

Top candidate will be subject to a minimum 10 year criminal background check and security threat assessment.

LANGUAGE:

Must have the ability to read, write, and fluently speak in English.

WORK HOURS:

Shift may change according to departmental needs. Work hours may include after hours, holidays, and weekend work

DEPARTMENT MAY CLOSE THE JOB POSTING AT ANY TIME AFTER 7 DAYS

Pay Range \$35.50 – \$45.27

Hours **Core Hours:**
Monday – Friday: 8:00 a.m. – 5:00 p.m.

Hours may change depending on departmental needs.
Work hours may include after-hours, holidays, and weekend work.

Job Close Date 02/04/2025

Type of Posting External

Department Aviation

Regular/Temporary Regular

Grant Funded or Pooled Position Not Applicable

Category Professional

Location Austin Bergstrom International Airport (AUS)

Preferred Qualifications

- Experience as a Financial Auditor
- Ability to travel to more than one work location

Duties, Functions and Responsibilities **Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.**

1. Develop internal audit charter
2. Develop audit policies, procedures, and templates
3. Develop audit methodologies
4. Prepare and monitor budget for the internal audit unit
5. Coach others on audit skills
6. Coordinate with other agencies and auditors
7. Prepare annual audit plan
8. Prepare risk assessments of the department or specific processes to be audited
9. Oversee audit staff on assigned audits and special projects
10. Conducts identified audits, fraud investigations, and special projects
11. Plan audits, including objectives, scope, and audit program
12. Recommend improvements
13. Ensure evidence is sufficient and appropriate to support drafted reports
14. Communicate audit, investigation, and special project results to appropriate parties
15. Approve and issue final reports
16. Present audit results to audit committee and/or executive management
17. Implement Quality Assurance and Improvement Program to ensure compliance with the International Standards for the Professional Practice of Internal Auditing
18. Ensure all auditors meet CPE requirements
19. Monitor performance and resource needs of the internal audit unit

Responsibilities- Supervision and/or Leadership Exercised:

- This position may serve as the Chief Audit Executive for the department and is responsible for all aspects of the audit function. May supervise up to one audit staff member.

Knowledge, Skills and Abilities **Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.**

- Knowledge of the concepts for review and evaluation of internal control systems and auditing procedures
- Knowledge of enterprise risk management methodologies
- Knowledge of statistical analysis and principles
- Knowledge of theories, principles, and practices of investigation as well as the ability to apply such knowledge to fraud investigations involving government activities and resources
- Knowledge of performance measurement principles
- Knowledge of audit project management
- Knowledge of budgetary process
- Knowledge of process improvement methodologies
- Knowledge of management principles and practices applicable to government functions, programs and processes
- Knowledge of customer service objectives and methodologies
- Knowledge of City of Austin and departmental auditing policies and procedures (preferred qualification)
- Knowledge of departmental business operations with regards to management practices, internal controls (preferred qualification)
- Knowledge of governmental and/or utility accounting principles (preferred qualification)
- Effective oral and written communication skills in a local government setting
- Effective leadership skills
- Strong decision-making skills with specific emphasis on good auditor judgment
- Strong analytical and conceptual skills
- Skilled in development and implementation of policies and procedures
- Skilled in budget and economic analysis
- Skilled in examining financial and operational information systems
- Skilled in providing audit recommendations to management
- Skilled in overseeing fraud investigation, detection, and control projects
- Skilled in handling conflict and uncertain situations

- Strong interpersonal skills needed to establish and maintain good working relationships with other City employees and the public
- Ability to direct, plan, set priorities, and assign work tasks to staff
- Ability to manage multiple projects, resources, and timelines in an effective manner
- Ability to maintain high ethical standards in difficult situations
- Ability to resolve issues and overcome obstacles needed to achieve objectives
- Ability to maintain a professional presence and demonstrate sound judgment in answering questions and releasing information to insure relevant, reliable and accurate information is provided
- Ability to motivate, train and effectively coach team members
- Ability to maintain integrity, objectivity, and independence and implement appropriate standards of care in all scopes of work.

Criminal Background Investigation

This position has been approved for a Criminal Background Investigation.

EEO/ADA

City of Austin is committed to compliance with the Americans with Disabilities Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please call (512) 974-3210 or Texas Relay by dialing 7-1-1.

The City of Austin will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, gender identity, age, religion, veteran status, disability, or sexual orientation. In addition, the City will not discriminate in employment decisions on the basis of an individual's AIDS, AIDS Related Complex, or HIV status; nor will the City discriminate against individuals who are perceived to be at risk of HIV infection, or who associate with individuals who are believed to be at risk.

Information For City Employees: If you are an employee within

the department, are in good standing and meet both the minimum and preferred qualifications, then you will receive an initial interview.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * The minimum qualifications for the Internal Auditor IV position are: 4 year degree in accounting, business, social sciences, public administration, or related field. 5 years relevant experience, including 3 years lead or supervisory experience. Master's in related field can substitute for 1 year of experience. Licenses and Certifications Required: CIA, CGAP, or CFE required. One additional audit-related certification required. Do you meet this requirements?
 - Yes
 - No
2. * Please explain how you meet the minimum qualifications stated in the previous question. (Open Ended Question)
3. * Do you currently hold a valid CIA, CGAP, CPA or CFE license/certification?
 - Yes
 - No
4. * How many years of experience do you have as a Financial Auditor?
 - None
 - 0-2 years
 - 2-4 years
 - 4+ years
5. * Do you have the ability to travel to multiple sites as part of the regular job duties?
 - Yes
 - No
6. * The Transportation Security Administration (TSA-division of the USA Dept. of Homeland Security) requires all employees of the Austin-Bergstrom International Airport to pass a minimum 10-year criminal background investigation and security threat assessment. By selecting the following, you are acknowledging that you understand if you are selected as a top candidate for this position, you will need a successful Criminal Background Check to be hired.
 - I acknowledge and understand this position requires a 10-year Criminal Background Investigation and security threat assessment
7. * Were you referred to this opportunity by a current Aviation employee? If yes, please provide the employee's full name. (Open Ended Question)

Optional & Required Documents

Required Documents

Optional Documents