



**CITY OF RICHMOND**  
Department of Human Resources  
900 East Broad Street, Suite 902  
Richmond, VA 23219  
804-646-5660

<http://www.richmondgov.com>

**INVITES APPLICATIONS FOR THE POSITION OF:  
City Auditor**

*An Equal Opportunity Employer*

**SALARY**

\$114,196.00 - \$172,107.00 Annually

**ISSUE DATE:**

**FINAL FILING DATE:**

**THE POSITION**

The position is responsible for administering internal audit and investigation functions. The outcome of the efforts of this position is to 1) verify accountability over City resources, 2) evaluate efficiencies and effectiveness of City operations and 3) determine compliance with laws, regulations and policies. These results are reported through reports and conferences. In addition, the position is responsible for overseeing analyses and studies to provide input to the City Council, Mayor and Chief Administrative Officer, as needed. The City Auditor administers the contract with the City's External Auditor.

The City Auditor makes appropriate policies and implements procedures in the City Auditor's Office including Inspector General's Office. The position reports to City Council and the City's Audit Committee.

**Supervision:**

- Exercised: Classification typically supervises.
- Received: Position reports to City Council.
- Note: Other reporting relationships may apply.

**EXAMPLE OF DUTIES**

***This is an unclassified position. The selected candidate will serve at the will of the appointing authority. City residency will be required within 12 months of hire.***

The Richmond City Council seeks a qualified candidate to serve as City Auditor. The successful candidate will be responsible for planning, directing and coordinating through office staff, the

daily activities for administering internal audit and investigation functions

**Duties include, but are not limited to:**

- Supervising staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination;
- Plans and directs the conduct of independent internal audits of books, records and operations of all City Departments and programs. Reviews audit documentation and signs audit letters that accompany audit reports. Makes recommendations to improve City operations;
- Directs special assignments, investigations, special studies, research and analysis;
- Acts as the City's Inspector General and manages various investigations;
- Consults with department officials; acts as advisor to departments and agencies on internal controls and other related issues;
- Administers external audit contract;
- Creates annual audit plans and budget preparations;
- Participates in major computer implementations;
- Confers with the Mayor, Chief Administrative Officer and City Council on matters;
- Overseeing of the department's annual budget.

**QUALIFICATIONS, SPECIAL CERTIFICATIONS AND LICENSES**

- Requires Bachelor's degree in accounting, business administration, economics, public administration or related fields. Graduate level coursework in economics, business administration, or public administration preferred.
- Requires ten years of directly-related experience, five of which shall be in a responsible administrative, management, or supervisory capacity.
- An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the classification.
- Certified Public Accountant Certificate issued by the Virginia State Board of Accountancy or the examining board of any other state that extends to and is extended reciprocity by the State of Virginia.

The **preferred** candidate will have:

- Ten (10) years conducting significant audits and investigations.
- Ten (10) years of experience with internal controls and compliance.
- Ten (10) years of progressive management responsibility including team development
- Professional designation of Certified Public Accountant (CPA)

**AMERICANS WITH DISABILITIES ACT REQUIREMENTS**

**PHYSICAL AND DEXTERITY REQUIREMENTS:** Physical and dexterity refers to the requirement for physical exertion and coordination of limb and body movement.

Requires sedentary work that involves walking or standing some of the time and involves routine keyboard operations.

**ENVIRONMENTAL HAZARDS:** Environmental hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

The job risks no exposure to environmental hazards.

**SENSORY REQUIREMENTS:** Sensory ability refers to hearing, sight, touch, taste, and smell required by the job.

The job requires normal visual acuity and field of vision, hearing, and speaking.

**ADA COMPLIANCE**

The City of Richmond, Virginia is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

APPLICATIONS MAY BE SUBMITTED ONLINE AT:  
<http://www.richmondgov.com>

**City Auditor - Supplemental Questionnaire**

- \* 1. 10-point compensable veteran. You must have an existing compensable service-connected disability of 10 percent or more. Other 10-point veteran include disabled veteran or a veteran who was awarded the Purple Heart for wound or injuries received in action, veteran's widow or widower who has not remarried, wife or husband of a veteran who has a service-connected disability, widowed, divorced or separated mother of an ex-service son or daughter who died in action, or who is totally and permanently disabled. Do any of these apply?
  - Yes
  - No
  
- \* 2. 5-point veteran's must have been discharged under honorable conditions and had one of the following: Active duty in the Armed Forces of the United States, in a war, or during the period 4/28/52-7/1/55 or active duty for more than 180 consecutive days other than for training, any part of which occurred during the period beginning 2/1/55 and 10/14/76 or active duty during the Gulf War sometime between 8/2/90 - 1/2/92 or active duty in a campaign or expedition for which a campaign badge has been authorized or active duty for which more than 180 consecutive days other than for training, any part of which occurred during the period beginning 9/11/2001 and ending on the date prescribed by the Presidential proclamation or by the law as the last date of operation Iraqi Freedom. Do any of these apply?
  - Yes
  - No
  
- \* 3. Which answer best describes your highest level of education?
  - High school diploma/ GED
  - Some college
  - Associate's Degree
  - Bachelor's Degree
  - Master's Degree or higher
  
- \* 4. Do you have public sector auditing experience?
  - Yes
  - No

- \* 5. From the list below, please select the accounting and auditing certifications you currently hold. (Check all that apply.)
  - CPA
  - CIA
  - CRM
  - CFM
  - CGFM
  - None of the above
- \* 6. How many years of experience do you have administering audits and investigations?
  - Less than 4 years of experience
  - 4 to 6 years of experience
  - 6 to 8 years of experience
  - 8 to 10 years of experience
  - 10 or more years of experience
- \* 7. How many years of experience do you have examining internal controls?
  - Less than 4 years of experience
  - 4 to 6 years of experience
  - 6 to 8 years of experience
  - 8 to 10 years of experience
  - 10 or more years of experience
- \* 8. How many years of experience do you have supervising employees?
  - Less than 4 years of experience
  - 4 to 6 years of experience
  - 6 to 8 years of experience
  - 8 to 10 years of experience
  - 10 or more years of experience
- \* 9. How many years of experience do you have developing and implementing policies and procedures based on legislative mandates?
  - Less than 4 years of experience
  - 4 to 6 years of experience
  - 6 to 8 years of experience
  - 8 to 10 years of experience
  - 10 or more years of experience
- \* 10. In the space provided below, please describe your experience and why you feel you are most qualified for this position.

\* Required Question