

REVENUE AND CONTRACT COMPLIANCE AUDITOR

DEFINITION

Under general supervision, performs accounting functions in the area of revenue and other record auditing.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Performs outside audits of: hotel records to assure the proper reporting and receipt of transient occupancy taxes; grant recipients for compliance with contract provisions and regulations. Analyzes data obtained for deficiencies or lack of compliance with established ordinances, laws or regulations. Develops, revises and maintains audit procedures, and records retention. Prepares and discusses written reports and letters outlining any tax deficiencies or other findings and recommended changes in systems and/or procedures. Conducts other special investigations and revenue audits as requested. May be required to give professional testimony in court hearings concerning audit findings. Performs other related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

This is a single position classification which reports directly to the Executive Director of Finance & Management Services. This class is primarily responsible for conducting auditing of various tax receipts and compliance with grants.

RECOMMENDED MINIMUM QUALIFICATIONS

Two years progressively responsible professional auditing experience in such areas as transient occupancy (Hotel/Motel) tax receipts, business license tax receipts, and/or grant compliance audits; or any equivalent combination of experience and training which provides the knowledge, skills and abilities listed below.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Auditing principles and practices; municipal tax and revenue sources; applicable laws, regulations, procedures and processes governing the receipt of municipal funds and the expenditure of grant funds.

Ability to: Apply professional auditing principles, review complex accounting records; prepare complete and accurate audit reports and supporting material; write regular and special reports and letters outlining deficiencies and recommended corrective action; perform detailed work involving written or numeric data and make arithmetic calculations rapidly and accurately; establish and maintain effective working relationships with the public and other employees.

SPECIAL MINIMUM QUALIFICATIONS

Must possess and retain a valid California Class C Driver's License as a condition of employment.

DESIRABLE CHARACTERISTICS

This professionally competent team leader works well with working contacts outside the City as well as City employees. Being dependable, objective, and flexible are strong traits of this well-organized self-starter.

Class title established per Council Resolution No. 91-103,
effective 12-1-91

ADA approved: 10/03
Revised: 10/03