

Job Title: Internal Auditor

Department: City Manager

Reports to: City Manager or designee

FLSA Classification: Exempt

Safety Sensitive Type: Safety Sensitive

Effective Date: 05/01/2022

Job Summary:

Under the direction of the City Manager, develops and administers a comprehensive city-wide internal audit program, provides an independent appraisal activity established within the City as a service to the organization, performs internal audits of City activities ensuring that audits are adequate in scope, that all pertinent facts are developed, and that detailed reports are prepared and distributed to management.

Performs the duties necessary to maintain an internal audit program in accordance with generally accepted auditing standards. Performs financial and compliance audits of City departments, operations and other relevant third-party entities.

Conditions of Employment:

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a pre-employment drug test administered by the City of Edinburg at the City's expense.
- Valid Class "C driver's license from the Texas Department of Public Safety with a satisfactory driving record.
- Bilingual English/Spanish Preferred.

Required Education:

Bachelor's Degree in Accounting, Business, Public Administration or related field required.

Education Preference:

Certifications of Certified Public Accountant and/or Certified Internal Auditor strongly preferred.

Educational Substitute: Not Applicable

Required Work Experience:

Two (2) years of progressively responsible auditing experience required.

Experience Preference:

Governmental accounting or auditing experience preferred.