

HOUSING AUTHORITY

of the

COUNTY OF CONTRA COSTA

Approved: 07/99
HACCC.M09

Reviewed: 00/00/00
Revised: 00/00/00

INTERNAL AUDITOR (FLSA Exempt)

DEFINITION/PURPOSE:

Implement the Authority's Internal Audit Program. Perform independent appraisals of the effectiveness and integrity of all agency activities and departments. Assists the Executive Director in the development and maintenance of an internal operation and financial audit plan that provides reasonable assurance of program compliance and assures the fiscal integrity of the Authority.

DISTINGUISHING CHARACTERISTICS:

This single position management classification is responsible for the implementation of the Internal Audit Program. It differs from all other classifications in that it solely responsible to the Executive Director for the effectiveness and efficiency of this staff support program.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct supervision and general administrative direction of the Executive Director, with significant independence.

The Internal Auditor/Fiscal Analyst has no supervisory responsibilities; however, he/she may request documents and reports for the purpose of audit assignments.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to, the following:

- Plan and conduct audits of the Authority's programmatic, operational, maintenance and fiscal areas to determine if practices are in accordance with applicable federal, state, and local law and regulations, established Authority policies or procedures, and real estate management, development, and accounting practices.
- Examine the public housing, Section 8 rental assistance, homeless, and property management programs to ensure that the field offices and departments are administering the programs in accordance with agency policies, procedures, and directives.
- Examine each field office and departments to insure operations are uniform and consistent. Review of personnel practices, including personnel evaluations, and disciplinary actions; procurement practices, including petty cash, requisitions, and submission of invoices; inventory practices, including property transfers, write-offs, and record keeping. Review of program implementation, including eligibility determinations and re-certification, equal housing opportunity, grievance procedures,

file maintenance, notices to tenants, participants, or owners, timely preparation of unlawful detainers, claims, and other materials; accounting practices, including submission of receipts, adjustment slips, cash collection reports, close outs, and new HAP Contracts.

- Review specific categories within field office maintenance operations, including routine activities such as completion of work orders in a timely and competent manner; emergency activities such as response to and completion of emergency work items; and preventive activities such as completion of regularly scheduled preventive maintenance work items.
- Issue reports of audit and work with department heads and key staff to remedy internal and external audit findings through technical assistance and training.
- Monitor expenditures by and accountability of agency officials, as well as evaluate the accuracy of agency reports and records.
- Undertakes special studies and assignments as directed by the Executive Director.
- Advise Executive Director, in a timely manner, on necessary actions, problems or requirements.
- Serve as an advisor to the Executive Director regarding management and operations issues, other Authority-wide matters, and regulatory directives.
- Assist in the development of Authority policies and procedures implementing Federal, State, and local directives and statutes and other Authority programs; and, as applicable, procedures for department activities and programs.
- Make verbal reports and presentations to the Board of Commissioners and other bodies

OTHER JOB FUNCTIONS:

- May represent the Authority at public meetings and conferences.
- Perform related duties as assigned.

SPECIAL REQUIREMENTS:

Knowledge of – Federally subsidized housing programs, including public housing, Section 8, and housing rehabilitation and development programs and practices. Principles of accounting, budgeting, and finance, and related laws and regulations. Concepts and techniques of management and organization. Internal auditing procedures. Principles and practices of budget development and administration, and personnel practices, supervision and administration. Public housing laws, and agency rules, regulations, and standards.

Ability to – Plan, organize, and coordinate work in a manner conducive to attaining full cooperation. Maintain confidentiality. Analyze, interpret data and prepare reports. Comprehend and interpret complex rules, regulations and laws. Establish and maintain effective working relationships with others. Communicate complex ideas clearly and effectively both orally and in writing; and speak effectively before groups. Operate a personal computer using various Windows-based applications programs.

Licenses and Certificates – None required.

California Driver License - Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance carrier.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit for lengthy periods of time, climb, stretch, bend, and operate keyboard equipment. A majority of work is conducted in a standard indoor environment.

Other – Provide and annual Statement of Economic Interest

- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

- Will be required to take a pre-employment physical examination.

- Be bondable.

MINIMUM QUALIFICATIONS:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

Experience – Four (4) years of increasingly responsible experience in a housing authority or other public or assisted housing agency with accounting, financial analysis, or program evaluation, as well as the implementation of federal, state, and local laws, regulations, and related directives.

Education – Possess a Bachelor's Degree from an accredited college or university with a major in accounting, auditing, finance, business administration, or public administration. Experience of the type indicated beyond the stated requirements may be substituted for the required education on a year-for-year basis, up to a maximum of two years. Possession of a Master's Degree from an accredited college or university in one of the related fields may be substituted for one year of required experience.

