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TO: The Honorable Detroit City Council

FROM: David Whitaker, Director 
Legislative Policy Division Staff

DATE: January 20, 2023

RE: **Auditor General Job Posting**

The Legislative Policy Division was tasked with posting the job opening for the appointment of a new Auditor General. The Human Resources Department assisting in advertising the attached job opening utilizing the City's website, Indeed employment search engine, Zip Recruiter employment search engine, LinkedIn and the City's social media accounts. Additionally, the position will be advertised on the Association of Local Auditors and Institute of Internal Auditors websites.

The position will be kept open for a two-week period ending on Friday, February 3, 2023, at 5:00p.m. As indicated in the advertisement, applicants may only apply for the Auditor General position by sending the required documents to the AuditorGeneralApp@detroitmi.gov email address. Applications through any other source will not be considered a valid application.



CITY OF DETROIT
invites applications for the position of:

Auditor General - Detroit City Council

SALARY: Depends on Qualifications

OPENING DATE: 01/19/23

CLOSING DATE: 02/03/23 05:00 PM

DESCRIPTION:

Responsible for directing and managing the independent, full-service function to examine and evaluate City activities in order to improve accountability for public funds and to improve operations of City government. Promotes the economy, efficiency, and effectiveness of City government and protects against fraud, waste and abuse by conducting independent audits, investigations and evaluations.

EXAMPLES OF DUTIES:

Essential Duties and Responsibilities (may perform other duties as assigned)

- Hire, promote, discipline and remove employees of the agency, assign duties to the employees, and supervise the performance of those duties.
- Make audits of the financial transactions, performance, and operations of City agencies based on an annual risk-based audit plan prepared by the Auditor General, or as otherwise directed by the City Council.
- Make a full report to the City Council of each individual audit and file a copy with the Mayor.
- As soon as possible after the close of each fiscal year, make a report of the financial position of the city. The report shall be a public record.
- Investigate the administration and operation of any city agency and report findings and recommendations to the City Council and the Mayor.
- May subpoena witnesses, administer oaths, take testimony, require the production of evidence relevant to a matter under investigation, enter and inspect premises within the control of any agency during regular business hours.
- From time to time make reports to city agencies of irregularities of practice and erroneous accounting methods with recommendations for improving the accounting procedures and systems of the agencies.
- Upon request of the Budget Director, make available to the Budget Director all information useful in the preparation of the capital agenda or annual budget.
- Settle all disputed claims in favor of or against the City to the extent and in the manner provided by ordinance.

MINIMUM QUALIFICATIONS:

- **Bachelor's degree or higher with a concentration in Accounting, from an accredited institution**
- State of Michigan registration as a Certified Public Accountant.

Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles.
- Knowledge of generally accepted auditing standards.
- Knowledge of the principles, standards, practices, and methods of governmental accounting, auditing, and reporting used by municipalities.
- Knowledge of automated accounting, financial management or auditing systems.
- Skill in the identification and resolution of complex operational and procedural problems as well as those specifically related to the auditing process.
- Skill in the administration and delivery of department services and support functions.
- Skill in establishing a direction for the work group that encourages teamwork.
- Skill in project management.
- Skill in employee relations management.
- Skill in analysis of information and appraisal of circumstances to make effective, efficient and economical decisions.
- Ability to communicate effectively orally and in writing.
- Ability to interact with the public, subordinates and supervisory personnel tactfully.
- Ability to operate computers and relevant business software.
- Ability to set strategic direction to support department's business practices and service delivery mission.
- Ability to implement the department strategic plan.
- Ability to make critical decisions which support and advance the department's mission.
- Ability to interpret and analyze business data.
- Ability to design and direct implementation of detailed management, project, program and operational plans.

SUPPLEMENTAL INFORMATION:**APPLICATION PROCESS:**

Each applicant must submit a resume and cover letter. Additional supporting documents may be submitted but are not required. Applications will be accepted by electronic mail **ONLY** at

AuditorGeneralApp@detroitmi.gov no later than **5:00 P.M. on FEBRUARY 3, 2023.**

Applications made through this email will be the **ONLY** ones considered.

Phone calls, letters of interest, or other contacts will **NOT BE CONSIDERED** as a formal application.

The City of Detroit has incorporated NEOGOV, an online hiring system, which allows applicants to create a user account/profile, apply for current job opportunities and check the status of their candidacy all on-line. Hard copy paper applications are no longer available. Everything is done through our website, www.detroitmi.gov/detroit-opportunities/find-a-job, where you will find our employment opportunities, and will be able to create an account and apply for jobs.

Position #20223AGDCC
AUDITOR GENERAL - DETROIT CITY COUNCIL
TM

Job Seekers without computers may use any of the 23 branches of the Detroit Public Library.
<http://www.detroit.lib.mi.us/>

In addition applicants without computer access can visit any of DETROIT EMPLOYMENT SOLUTIONS, a Michigan Works Agency.
<http://michiganworks.org/agencies/agency/178/>
