

Audit Investigator

Job Title:	Audit Investigator
Closing Date/Time:	Continuous
Salary:	\$50,900 - \$84,800 Annually
Job Type:	Full-time
Location:	City of Atlanta, Georgia
Department:	City Auditor's Office

Role Purpose

The position will conduct work designed to prevent, detect, and investigate fraud, waste, and abuse of city resources.

Responsibilities

- Identifies, collects, and analyzes qualitative and quantitative data from a variety of sources to extract fact-based information that is significant to the project
- Conducts interviews and meetings designed to elicit useful, relevant, and reliable information for fraud investigation, detection, and control projects
- Documents information and conclusions in an organized, timely, and useful manner
- Evaluates facts, employs sound deductive reasoning to draw and support appropriate conclusions and make constructive recommendations
- Conducts research on subject matters related to the project
- Provides clear, concise, and accurate summaries and reports of project results to internal and external stakeholders
- Provides testimony in administrative, civil, or criminal hearings
- Coordinates and participates in fraud awareness training city-wide
- Demonstrates increasing mastery of fraud examination principles, internal controls auditing, and fraud detection methodologies
- Maintains high standards of conduct, honesty, and integrity in both official and personal matters

Qualifications of the ideal candidate

- Graduated from an accredited four-year college or university with major course work in a field related to the job, including accounting, law, criminal justice, and public administration

- Knowledge of applicable laws, rules and regulations, including the U.S. Constitution, the U.S. Federal Rules of Evidence, the Federal Rules of Criminal Procedure, Georgia State Criminal Codes and Statutes, Atlanta City Charter and Code of Ordinances, as well as other pertinent statutes such as the Privacy, Freedom of Information, and Whistleblower Protection Acts
- Skill in completing assigned duties and functions in a timely and effective manner
- Skill in working with others to achieve project goals and objectives
- Ability to identify, obtain, and analyze information from a variety of sources and evaluate facts and employ sound deductive reasoning to draw appropriate conclusions, and where appropriate, make constructive recommendations
- Ability to use flexing communication styles in order to maximize the amount and quality of information obtained from others
- Ability to compile information and create and deliver clear, concise, deductive, and fact-based summaries of project results, both orally and in writing
- Ability to participate in presenting fraud awareness training to employees city-wide
- Ability to learn theories, principles, and practices of investigation and internal control as well as the ability to apply such knowledge to fraud investigation, detection, and control projects
- Ability to maintain the highest standards of conduct, honesty, and loyalty in both official and personal matters
- Ability to exercise tact, objective judgment, and effective conflict resolution skills when in confrontational or adversarial situations
- Ability to establish and maintain good working relationships with city employees and managers, law enforcement and prosecutorial agencies, and the public
- Ability to demonstrate continuous learning and growth by developing a new skill or pursuing a professional certification

About Us

The City Auditor's Office was established in accordance with the city charter and reports to an independent audit committee. This management committee helps to maintain the independence of the audit function. Leslie Ward is the current City Auditor and has served in the role since October 2001. The department is charged with auditing the performance and finances of city programs, activities, and contractors. The department also shares responsibility with the ethics officer, and compliance officer (Department of Law) for monitoring calls to the city's Integrity Line. By agreement, the City Auditor's Office has jurisdiction over accounting/audit irregularities and jointly investigates the following types of incidents with either Ethics or Law: falsification of city records, fraud, wage and hour issues, fraudulent insurance claims, bribery and kickbacks, policy issues, theft of cash, theft of time, theft of goods and services, and release of proprietary information.

Please email resume and cover letter with subject line 'Audit Investigator' to Investigations Manager, Jenna Green (jlgreen@atlantaga.gov) for consideration.