



AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The City of Stamford is an equal opportunity/affirmative action employer

and strongly encourages the applications of women, minorities, and persons with disabilities

OPEN COMPETITIVE EXAMINATION No. 24-43

INTERNAL AUDITOR

Salary Range: \$113,518 - \$ 145,603 Annually

DUTIES: Under the general direction of the Director of Administration or designee, plans and conducts audits, reviews and analyses of municipal accounts, systems, and financial and operational practices to help ensure that all financial policies and practices and legal requirements are being met and that the City has a sound and effective internal control environment. Completes independent investigations, analyses, and special projects to help management ensure effective asset utilization, cost-effective business practices, internal controls, and policy compliance. This position also receives directions and assignments from the Board of Finance Audit Committee.

MINIMUM QUALIFICATION REQUIREMENTS: Graduation from an accredited college or university with a Bachelor's degree in Accounting or Finance and four (4) years of progressively responsible experience in accounting and financial management, including two (2) years as an auditor.

NOTE: Certified Public Accountant (CPA) license or Certified Management Accountant (CMA) is desirable; internal audit experience in a municipal, county or state government environment is preferred

SCOPE OF EXAMINATION: Candidates will be evaluated based on education, knowledge, and experience provided on the application and supplement. All information will be verified.

APPLICATION PROCESS: Interested candidates should submit a completed City of Stamford Employment Application and Application Supplement "24-43" to hrrecruiting@stamfordct.gov or mailed to 888 Washington Boulevard, Stamford, Connecticut 06904. Applications can be obtained at www.stamfordct.gov. This position is open until filled.

PLEASE NOTE: All applications **MUST BE COMPLETELY FILLED OUT**, even if submitting a resume, including but not limited to: (1) Position applying for (2) Employment history including dates (month & year) and reasons for leaving a position ("**See Attached Resume**" is not acceptable) **Applications with missing information will be considered incomplete and will not be processed.** Applications of candidates who do not meet the stated position requirements will not be considered.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act and its Amendments (ADA/ADAAA). If you need an accommodation in the application or testing process, please contact the Human Resources Division.

Issued: 10/16/2024

EMPLOYMENT BENEFITS:

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

Applications are obtained from and submitted to
DEPARTMENT OF HUMAN RESOURCES
CITY OF STAMFORD
888 WASHINGTON BOULEVARD
STAMFORD, CONNECTICUT 06904
TELEPHONE (203) 977-4070
www.stamfordct.gov

General Conditions for Job Announcements and Civil Service Information can be viewed at
www.stamfordct.gov

CHANGE OF ADDRESS:

It is your responsibility to notify the Department of Human Resources of any Change of Address on your application

PERSONNEL COMMISSION

Marc Teichman
Stuart Adelberg
Lynn Arnow
Elizabeth Main
Jaclyn Williams

City of Stamford

CLASS SPECIFICATION

Job Title: INTERNAL AUDITOR

Job Summary: Under the general direction of the Director of Administration or designee, plans and conducts audits, reviews and analyses of municipal accounts, systems, and financial and operational practices to help ensure that all financial policies and practices and legal requirements are being met and that the City has a sound and effective internal control environment. Completes independent investigations, analyses, and special projects to help management ensure effective asset utilization, cost-effective business practices, internal controls, and policy compliance. This position also receives direction and assignments from the Board of Finance Audit Committee.

Supervision Received: Under the general direction of the Director of Administration or designee.

Supervision Exercised: Supervises assigned subordinate staff.

Examples of Duties:

- Performs related duties as required.
- Evaluates the ongoing adequacy and effectiveness of the City's system of internal controls; make recommendations to strengthen internal control policies and practices based on goal of "continuous improvement"; assist in oversight of the implementation of such recommendations (e.g., .post implementation testing).
- Plans and performs audits, reviews, and provides analyses of municipal financial and operational practices to help ensure efficient operations and compliance with the City's Charter, State and Federal regulations, and internal policies; develops an annual risk-based plan to help define and prioritize all such audits and reviews.
- Audits financial transactions and records to ensure accuracy and compliance and to help foster accountability; reviews compliance with the terms of collective bargaining agreements and capital project contracts.
- Annually, reviews the Accounting Policies & Procedures Manual and recommends updates and revisions to current policies and procedures; assists in the related research and documentation as needed.
- Prepares written and oral audit reports for management and appears before various governing bodies to make presentations on internal controls, audit findings and recommendations for improvement.
- Assists external auditors in their annual financial and compliance audits by researching and preparing various supporting analysis and reports.
- Completes special projects as required by management.

Knowledge, Skills and Abilities:

- Thorough technical knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) accounting standards and working knowledge of AICPA and IIA auditing standards.
- Working knowledge in designing, implementing, maintaining effective internal control policies and procedures as well as compliance practices.
- Working knowledge of diverse financial systems, preferably including Oracle Cloud ERP, and other technological systems.

- Working knowledge of software applications including but not limited to Microsoft Excel, Word, PowerPoint, etc.
- Strong analytical skills and abilities.
- Well-developed communication skills, both orally and in writing, including ability to cohesively write and effectively present audit reports.
- Ability to work effectively with a variety of organizational levels and individuals of diverse backgrounds.
- Ability to provide objective and independent analysis.

Minimum Qualifications: Graduation from an accredited college or university with a Bachelor's degree in Accounting or Finance and four (4) years of progressively responsible experience in accounting and financial management, including two (2) as an auditor.

NOTE: Certified Public Accountant (CPA) license or Certified Management Accountant (CMA) is desirable; internal audit experience in a municipal, county or state government environment is preferred

RECORD OF EDUCATION

<i>TYPE OF SCHOOL</i>	<i>NAME OF SCHOOL AND CITY/STATE</i>	<i>DATES ATTENDED</i>	<i>COURSE OF STUDY (Major/Minor)</i>	<i>GRADUATED (Yes/No)</i>	<i>DEGREE, DIPLOMA, G.E.D., AND CERTIFICATE OR CREDITS COMPLETED</i>
<i>HIGH SCHOOL</i>					
<i>COLLEGE OR UNIVERSITY</i>					
<i>COLLEGE OR UNIVERSITY</i>					
<i>COLLEGE OR UNIVERSITY</i>					

Other Training/Certifications (special courses, work training programs, armed forces training) related to the job for which you are applying. Give name and location where training was given, dates attended, subject to training, number of hours weekly and other details.

Summarize any other Special skills or Abilities relating to the job you are applying for, such as licenses, machines you operate, languages you speak, read and write well, computer skills and any other special abilities or knowledge.

EMPLOYMENT HISTORY

List below ALL present and past employment. **BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS CONSECUTIVELY.** Applicants may be required to furnish satisfactory proof of employment history claimed. Use additional pages if necessary. Resumes may be included with a **completed application.**

Name of Employer _____ Dates of Employment _____

From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____ Dates of Employment _____

From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____ Dates of Employment _____
From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____ Dates of Employment _____
From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Do you have any objections to the Human Resources Division verifying your work experience and/or educational qualifications?

- A. Your former employer? Yes No
- B. Your present employer? Yes No

I hereby authorize the City of Stamford to verify my work experience and/or educational qualifications.

Applicant's Signature _____

COMMENTS

ADA ACCOMMODATIONS IN TESTING: The City of Stamford provides reasonable accommodations for individuals with a disability during the application, examination, interview, and employment. If you need reasonable accommodation, check the box below and attach a written description of the accommodation sought. Medical documentation may be required.

I require accommodation as outlined in the attachment.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test day due to a conflict with a religious observation or practice, check the box below and submit attach an Accommodation request by the Last Date to File.

I cannot be tested on the scheduled examination date due to a conflict with a religious observance or practice.

OTHER ACCOMMODATIONS NEEDED: If you require accommodation for reasons other than religious or disability, check the box below and attach a written description of the accommodation sought.

I require special accommodation to take this examination.

* Documentation may be requested to support accommodation requests*

PRE-EMPLOYMENT STATEMENT (Read Carefully)

I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief. I understand that incomplete, false, inaccurate, or misleading information given in my application, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided, whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

I understand that this application is not a contract of employment nor is it a guarantee or indication of employment. I also understand that should I be granted an interview, the representations that may be made at the interview are not to be construed as creating any obligation, promise or contract on behalf of the City. Should I be employed by the City, in consideration of my employment, I agree to conform to the rules and policies of the City of Stamford, as they may from time to time be implemented or revised. Identification and verification of eligibility to work in the United States must be satisfied for employment.

I further understand that in consideration for employment, an investigative background report may be prepared at the request of the City of Stamford by an independent party, whereby information may be obtained from my employers (present or former), educational institutions, all branches of the U.S. Military service, and public records maintained by government agencies or others, including but not limited to criminal conviction reports, credit reports, etc. I authorize the City of Stamford and its designated representative(s) to perform this investigation, and further authorize present and former employers, references and other persons to provide information for the investigation. I also authorize the City of Stamford to receive criminal conviction records pertaining to me which may be in the files of any criminal justice agency.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I will be subject to a drug test and medical examination that I must pass before I commence work.

I have read, understood, and agree to the foregoing. I hereby authorize the City of Stamford to verify my work experience and/or qualifications

Applicant's Signature _____

APPLICANT DISCLOSURE FORM

CANDIDATE INFORMATION

It is the policy of the City of Stamford to recruit, hire and promote qualified people in all job classification regardless of age, race, sex, color, religion, national origin, marital status, veteran status or disability unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental report requirements. While completion of this section is voluntary, we strongly urge that all applicants complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that have chosen not to provide the City of Stamford with the requested information by checking the appropriate box in section four. This information will not affect in any way your employment opportunities.

GENERAL INFORMATION

Your Name _____ Date _____

Social Security Number (Last 6 digits) XXX _____

STATISTICAL INFORMATION

Race/Ethnic Identification (Please check one)	
American Indian or Alaska Native <input type="checkbox"/>	All persons having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
Asian <input type="checkbox"/>	All persons having origins in any of the original peoples of Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
Black or African American <input type="checkbox"/>	(Not Hispanic or Latino origin). All persons having origins in any of the black racial groups of Africa.
Hispanic or Latino <input type="checkbox"/>	<input type="checkbox"/> All persons of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.
Native Hawaiian or Other Pacific Islander <input type="checkbox"/>	All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.
White <input type="checkbox"/>	(Not Hispanic or Latino origin). All persons having origins in any of the original peoples of Europe, the Middle East or North America.
Other <input type="checkbox"/>	Please Specify: _____

Job Classification
Please write the title of the position for which you are applying in the box above, using the title of Job Announcement.

Gender	
Female	<input type="checkbox"/>
Male	<input type="checkbox"/>

NON-PARTICIPATION

I have read the above statement and have chosen not to complete this form.

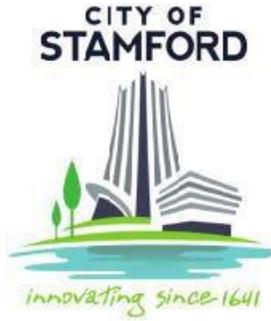
(Please check box if applicable)

RECRUITING INFORMATION

How did you hear about this job? (Please check one)

- | | |
|---|---|
| <input type="checkbox"/> Stamford Advocate | <input type="checkbox"/> Human Resources Division Bulletin Board |
| <input type="checkbox"/> Other newspaper:
Please give name _____ | <input type="checkbox"/> Community Agency
Please give name _____ |
| <input type="checkbox"/> City Website | <input type="checkbox"/> Professional journal _____ |
| <input type="checkbox"/> Internet
Please give name _____ | <input type="checkbox"/> Other: Please specify _____ |
| <input type="checkbox"/> City Employee | |

MAYOR
CAROLINE SIMMONS



THOMAS CASSONE
DIRECTOR OF LEGAL AFFAIRS
&
CORPORATION COUNSEL

DR. PAULA A. RUSSELL
HUMAN RESOURCES DIRECTOR

HUMAN RESOURCES DIVISION
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152
Tel. (203) 977-4070
Fax: (203)977-4075

INTERNAL AUDITOR

APPLICATION SUPPLEMENT #24-43

EXPERIENCE AND TRAINING EXAMINATION

NAME _____

SOCIAL SECURITY NO. 000 - -
(FILL IN THE LAST 6 DIGITS OF YOUR SS #)

You will complete specific information about your education, training, and experience for this Application Supplement. The information you provide will be used to determine how well you qualify for this position. You **MUST** complete this booklet to be considered for this position.

On the following pages, you will be asked to supply information about your education and training and about the duties, responsibilities, and accomplishments associated with jobs that helped you qualify for the position for which you are applying.

Your education, training, and experience will be evaluated according to how closely they relate to the various job components or factors of the Internal Auditor position.

This booklet and a completed "Application for Employment" must be filed with the Human Resources Division by the last filing date or bear a postmark no later than the last filing date as noted on the job announcement. "See Resume" will not be considered.

Please note that any information outlined in this Training and Experience Supplement must be supported by information provided on your Application for Employment.

AN EOE/AA EMPLOYER

PART I. SUMMARY OF EDUCATION AND EXPERIENCE

Please note that applicants who do not meet the minimum qualifications for Internal Auditor will be disqualified.

I. EDUCATION

Do you have a college degree? If so, please list major.

A. Bachelor's Yes ____ (Major) _____ No ____

B. Master's Yes ____ (Major) _____ No ____

II. EXPERIENCE

A. Do you have progressively responsible experience in accounting and financial management?

1) Yes ____ No ____

2) Length of experience Year(s) ____ Month(s) ____

B. Was your experience private , public or non-profit.

C. Do you have experience as an auditor?

1) Yes ____ No ____

2) Length of experience Year(s) ____ Month(s) ____

D. Identify and briefly list your experience as outlined below:

1. _____ Accounting, specifically _____

_____. Years _____ Months _____

2. _____ Financial Management, specifically _____

_____. Years _____ Months _____

3. _____ Auditing, specifically _____

_____. Years _____ Months _____

III. CERTIFICATION

A. Do you possess a Certified Management Accountant (CMA) certificate?

Yes _____ No _____

B. Do you possess a current CPA license?

Yes _____ No _____

C. Do you possess an IIA Auditing certification?

Yes _____ No _____

PART II. EXPERIENCE

Please answer the below questions completely. Attach additional copies of this page if required.

Briefly describe your experience in accounting, financial management and auditing. Please also specify your supervisory experience if any.

DATES:

NO. HRS. PER WEEK:

IDENTIFY EMPLOYER AND TITLE OF SUPERVISOR:

YOUR JOB TITLE & DUTIES:

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PART III. KNOWLEDGE, SKILLS AND ABILITIES

Read and refer to this page carefully in order to complete Part III. In the following pages are a variety of statements which are related to this position. For each of those statements, Check the letter for the level described below which best reflects your experience, education or training as it relates to that item.

A - I have applied this Knowledge, Skill or Ability in an actual setting while performing a job.

B - I have education or training relevant to this Knowledge, Skill or Ability but have not applied it in an actual job.

C - I have little or no experience, education or training relevant to this Knowledge, Skill or Ability.

For each A or B answer, give evidence, in detail, in the space provided of how you acquired the Knowledge, Skill or Ability listed. Evidence may be stated in terms of education/training (list courses and schools) or in terms of experience (list your job duties that apply, name of employer, and dates of work).

PART III. (cont'd)
KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

1. Knowledge of Generally Accepted Accounting Principles (GAAP). Check the Appropriate Letter

A B C

Employer/School: _____

Dates: _____

Details:

PART III. (cont'd)
KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

2. Knowledge of Government Accounting Standards Board (GASB) accounting standards. Check the Appropriate Letter

A B C

Employer/School: _____

Dates: _____

Details:

PART III. (cont'd)
KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

3. Knowledge of AICPA and IIA auditing standards.

Check the Appropriate Letter

A B C

Employer/School: _____

Dates: _____

Details:

PART III. (cont'd)
KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

4. Knowledge of the principles, methods and procedures used in financial management and accounting. Check the Appropriate Letter

A B C

Employer/School: _____

Dates: _____

Details:

PART III. (cont'd)
KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

5. Knowledge of best practices used in auditing in a public or private company and/or municipal government environment. Check the Appropriate Letter

A B C

Employer/School: _____

Dates: _____

Details:

PART III. (cont'd)
KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

6. Experience in designing/implementing/maintaining effective internal controls, including policies/procedures and compliance practices; experience overseeing internal audit functions and working with external auditors. Check the Appropriate Letter

A B C

Employer/School: _____

Dates: _____

Details:

