

## City of Socorro Job Description

<b>Job Title:</b> Financial Compliance Analyst I, II, III	<b>Department:</b> Finance
<b>FLSA Status:</b> Exempt	<b>Salary:</b> \$29.81 - \$38.68
<b>Approved:</b> 01/05/2023	<b>Last Revised:</b> 09/15/2022

### Position Summary

Under the general direction of the City Manager the Financial Compliance Analyst completes internal audits, reviews any special projects as an independent review activity within the City.

### Duties, Functions and Responsibilities:

- This position performs operational, performance, compliance, and financial audits of the various administrative departments, and programs of the City in accordance with the professional standards of Internal Audit.
- The Financial Compliance Analyst will have a high level of autonomy and responsibility for completing audit assignments. Professionally interacts at the executive level with department heads, city officials, and professional organizations. Audit results are communicated to the City Manager and the Mayor and City Council through written reports and verbal presentations.
- The Financial Compliance Analyst will initiate financial, management, operational, performance and compliance audits as required. Schedules the performance of audits to ensure the validity, authenticity and legality of expenditures.
- Evaluates agency internal control system and procedures.
- Makes recommendations concerning the modification or establishment of methods of internal control. Reviews results of audits performed by the auditors (external).
- Makes reports of findings and recommendations to the city. Performs related work as directed by the City Manager.
- The Financial Compliance Analyst will assist with special projects as assigned. Involves: Review and evaluate control systems and internal relationships, identify opportunities for improvement and recommend improvement to systems and standard operating procedures to enhance internal control.
- Conduct special studies for management, such as those required to discover mechanics of detected fraud and to develop controls for fraud prevention.
- Extensive knowledge of the principles and practices of municipal budgeting, financial reporting, accounting, auditing and operational evaluation.
- Considerable knowledge of Government Auditing Standards and the Standards for the Professional Practice of Internal Auditing.
- Considerable knowledge of the structure, procedures, and division of responsibilities characteristic of the City Manager form of municipal government.
- Ability to communicate clearly, concisely and effectively, verbally and in writing. Ability to work effectively with an elected legislative body.
- Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to maintain objectivity and professional integrity in all circumstances.
- Must maintain a high level of confidentiality and deal properly with sensitive documents and personally identifiable information. Maintain confidentiality of highly sensitive information pertaining to contemplated new or changed strategies.
- Organize and handle multiple job functions, work proficiently with mandated and important deadlines.
- Comprehensive knowledge of office practices and procedures; accounting, payroll and budget preparation. Working knowledge of supervisory techniques, and pertinent policies and procedures; keep records, prepare reports, maintain filing systems, compile and organize information.
- Assist as a back-up to the Accounts Payable and Payroll department as needed and directed by City Manager.
- Ability to type at the rate of 50 wpm. Operate modern office equipment including Microsoft Office applications such as Outlook, Excel and Power Point.
- Clear, concise and tactful oral and written communication to present reports.
- Ability to maintain effective working relationships with departments, subordinates, coworkers, supervisors,

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directors, City Officials, City Council members, vendors, the public and other outside/government agencies.

- Highly organized and dependable. Serve as a representative of the City of Socorro demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and the public.
- Provide customer service in assigned areas.
- Communicate in person, over the telephone or by correspondence.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro

### **Financial Compliance Analyst I (Basic)**

**\$29.81 - \$32.76**

#### **Minimum Qualifications**

- A candidate must possess a bachelor's degree from an accredited college or university in Accounting, Finance, Business or Public Administration or closely related field
- A minimum of three (3) years of progressively responsible auditing is required
- One (1) year of local governmental experience preferred.
- Must be a Certified Public Accountant (CPA), or Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA), or Certified Fraud Examiner (CFE), or Certified Government Auditing Professional (CGAP), within 3 years of accepting position
- Possess a valid Texas class "C" Driver's License

### **Financial Compliance Analyst II (Intermediate)**

**\$32.77 - \$35.72**

#### **Minimum Qualifications**

- Possess a bachelor's degree from an accredited college or university in Accounting, Finance, Business or Public Administration or closely related field
- A minimum of five (6) years of progressively responsible auditing is required
- Three (3) years of local governmental experience preferred.
- Must be a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA), or Certified Fraud Examiner (CFE), or Certified Government Auditing Professional (CGAP).
- Possess a valid Texas class "C" Driver's License

### **Financial Compliance Analyst III (Advance)**

**\$35.73 - \$38.68**

#### **Minimum Qualifications**

- A candidate must possess a masters' degree from an accredited college or university in Accounting, Finance, Business or Public Administration or closely related field
- A minimum of seven (9) years of progressively responsible auditing is required
- Five (5) years of local governmental experience preferred.
- Must be a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA), or Certified Fraud Examiner (CFE), or Certified Government Auditing Professional (CGAP).
- Possess a valid Texas class "C" Driver's License

**Note: Upon reaching maximum salary level in each category; only COLA increases will be given.**

#### **Equipment:**

- Operates office equipment such as computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.

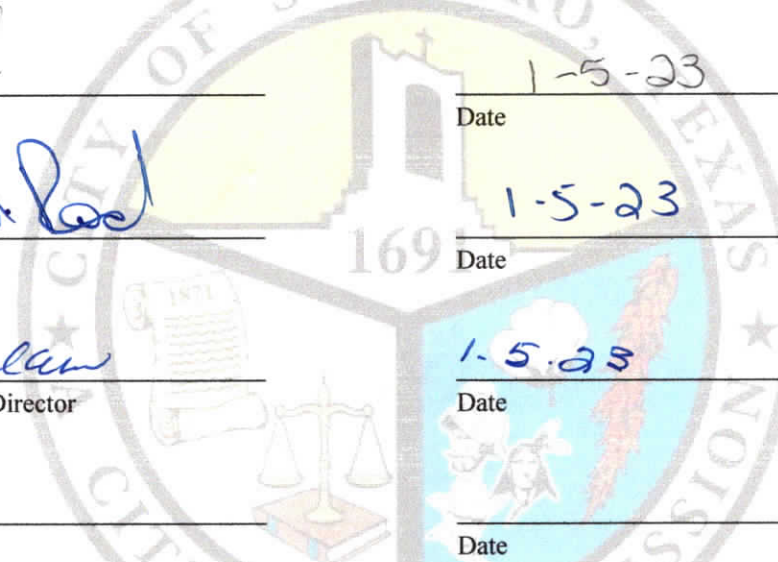
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**Physical Requirements:**

- Must be able to lift a minimum of 25 pounds.
- Sits, stands for extended periods of time.

**Conditions of Employment:**

- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours and overtime as required.
- Bilingual Skills: English & Spanish preferred.



*[Signature]* 1-5-23  
Mayor Date

*[Signature]* 1-5-23  
City Manager Date

*[Signature]* 1-5-23  
Human Resources Director Date

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Employee Date