



City of Minneapolis

**DIRECTOR OF INTERNAL
AUDIT
An Appointed Position**

Salary range: \$84,396 – 93,340 per year

Minneapolis, A First Class City

Minneapolis is the largest city in Minnesota and the heart of cultural and economic activity for the Upper Midwest. The Minneapolis metropolitan area, known as part of the Twin Cities, is the 14th largest in the country. Named one of the nation's safest, most fun and most literate cities, Minneapolis was ranked as the best large Midwestern city in which to live. Minneapolis was recently honored as the most athletic city in the nation and among the country's top travel destinations.

Downtown Minneapolis is the core of the city's strong economy. It is a clean, green, diverse, and active city. Minneapolis City government continues to innovate and find ways to ensure that it is a "City that Works". Right now, for example, a citywide Wi-Fi network is being created. A mecca of skyscrapers, theaters, shopping, dining and historic districts, its downtown also offers some of the nation's finest department stores and specialty shops. The Twin Cities metropolitan area provides a myriad of entertainment opportunities including the Mall of America and the Minnesota Wild hockey team. Minneapolis proper is home to the Minnesota Vikings, the Minnesota Twins and the Minnesota Timberwolves. Boasting more than 30 theaters, two world-class art museums, street festivals, farmers markets and the world-renowned Minnesota Orchestra, Minneapolis is the place to visit and live.

The Organization

The City of Minneapolis is a city of the first class with a Mayor-Council form of government. The Mayor and 13 City Council members from individual wards are elected for concurrent four-year terms. Charter department heads are nominated by the Mayor and appointed by the Executive Committee and can be reappointed.

The Director of Internal Audit

Primary Objective of the Position

This appointed position is responsible for the Internal Audit (IA) function within the City. Plan, direct, and coordinate the IA strategy for the City of Minneapolis (including all City departments, boards, commissions, the Youth Coordinating Board [YCB], and the Neighborhood Revitalization Program [NRP]). Assist all operating departments in the discharge of their responsibilities by providing them with analysis, appraisals, recommendations, counsel and information concerning the activities reviewed to facilitate maximum protection of the City's assets and financial resources. Conduct financial and operational reviews.

Major Areas of Responsibility

- Determine areas of risk and appraise their significance in relation to operational factors or cost, schedule, etc.; classify audit projects as to degree of risk and significance and as to frequency of audit coverage.
- Meet with other department heads to discuss their concerns within their areas, ultimately developing comprehensive audit work programs to ensure sufficient audit coverage of areas.
- Determine the adequacy and effectiveness of the City's overall internal accounting and operating control and advise appropriate management personnel of suspected irregularities.
- Examine the manner in which City financial resources are being deployed, identify opportunities to improve operating performance, and prepare written reports recommending improvements.
- Review the reliability of financial information and the means used to identify, measure, classify, and report such information.
- Review the established control systems to ensure compliance with policies, laws, and regulations.
- Conduct exit conferences with representatives of the audited entity and review items/recommendations noted in the audit report. Present oral summaries of audit reports to the appropriate boards, committees and the City Council.
- Review the means of safeguarding assets and, as appropriate, verify the existence of such assets.
- Maintain working relationships with the City's external and State auditors.
- Perform field audits of entities that are subject to be in compliance with City Code and related regulations.
- At the request of management, conduct special reviews of suspected irregularities, establish facts, measure the financial effect, assist in the recovery of assets and evaluate controls to prevent or detect such conditions in the future.
- Keep abreast of new developments in the audit profession and maintain requirements for certifications (CIA, CPA) by attending two professional conferences/seminars each year.
- Will train, develop and supervise Internal Audit staff as expansion of staff is allowed.

Qualification Requirements

REQUIREMENTS:

Education / Experience: Bachelor's degree in Business, Accounting, Public Administration, or closely related field. Five years of progressively responsible experience in internal auditing. Experience working in a government environment or auditing a government entity preferred.

Certification: Professional designation of Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) is required.

Background Check: The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

Desirable Qualifications: Strong technical/functional skills. Leadership qualities. Capable of assuming management responsibilities. Highly developed communication and interpersonal skills. A demonstrated understanding of local government and the policy-making process. Able to exercise critical, independent, and reliable judgment and make timely and quality decisions. Able to anticipate problems and recommend and implement solutions for those problems. Able to take initiative and be self-directed. Able to adhere to an appropriate and effective set of core values and beliefs and to act in line with them.

Pay and Benefits Summary

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Medical Plans The City offers a choice of three medical plans for employees and their eligible dependents. The City pays the majority of the premium cost for these plans. Employee pre-tax contributions are based on the plan and coverage level chosen.

Health Reimbursement Arrangement (HRA/VEBA) The City contributes to a VEBA trust account that provides tax-free reimbursement of health care expenses not paid by other plans. Monthly contributions to your HRA/VEBA account are based on the medical plan option and coverage level an employee chooses.

Dental Plan The City pays the full cost of premiums for comprehensive dental coverage for City employees and their eligible dependents.

Life Insurance City employees receive basic life and accidental death and dismemberment coverage equal to \$10,000. The City pays the full cost of this insurance.

Optional Life Insurance Employee may purchase additional life insurance coverage up to five times their annual salary. The maximum coverage amount is \$500,000. Optional coverage may be on a pre-tax or an after-tax basis. Life insurance for dependents is also available.

Long-term Disability The City provides long-term disability benefits equal to 60 percent of base pay after 90 days of disability. The City pays the full cost of this coverage.

Health Care and Dependent Day Care Spending Accounts These accounts allow the employee to use pre-tax dollars to pay for certain out-of-pocket medical, dental, vision, and dependent care expenses.

Employee Assistance Program (EAP) This program facilitates referral for help with financial, legal, work-related, and relationship issues. EAP services include confidential telephone counseling services 24 hours a day, 7 days a week, and/or in-person counseling.

Deferred Compensation Plans Employees are eligible to participate in a 457 deferred compensation plan. This plan allows an employee to save for retirement on a pre-tax basis. The City offers employees a choice of three deferred compensation plans: IMCA Retirement Corporation; ING (administered by ING Financial Advisors); and Minnesota State Deferred Compensation Plan.

Commuter Benefits Appointed employees have a choice of: a) a non-reserved parking space in a specific City-designated parking ramp, b) monetary equivalent of the cost of a non-reserved parking space in the City-designated ramp (to be paid toward a parking space in another parking ramp) (employee is responsible for any cost in excess), or c) a Metropass which provides unlimited rides on metro-area buses and the light rail system.

PERA Employees are automatically enrolled in the Public Employees Retirement Association (PERA) Coordinated Retirement Plan. This retirement plan provides pension, disability, and survivor benefits.

MSRS Health Care Savings Plan Employees automatically participate in the Health Care Savings Plan (HCSP) administered by the Minnesota State Retirement System (MSRS). The HCSP allows employees to save money, tax-free, to use to pay for eligible health care expenses following termination of employment.

Vacation: Appointed employees earn vacation at a rate of 20 days per year during the first 15 years of employment. The maximum vacation accrual and carryover from year to year is 50 days.

Sick Leave: Appointed employees receive an immediate bank of 30 days of sick leave to use during their first 30 months of employment with the City. Beginning the 31st month of employment with the City, appointed employees begin to earn additional days of sick leave at the rate of one day per month.

Holidays: City employees are entitled to 11 paid holidays each calendar year.

To be considered for the position:

E-mail or fax 1) cover letter, 2) resume, and 3) scanned copy of required professional certification to:

jennifer.thoreson@ci.minneapolis.mn.us

612.673.2508 (fax)

Hard copies of the three (3) cited, required materials may be mailed to:

Jennifer Thoreson

City of Minneapolis Human Resources Department

250 South 4th Street – Suite 100

Minneapolis, MN 55415-1339

Materials accepted from July 27, 2009 [Monday] through August 21, 2009 [Friday].

The City of Minneapolis is an Affirmative Action / Equal Opportunity Employer.