

## CITY OF MINNEAPOLIS

# Director of Internal Audit

## Position profile

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### THE CITY

As the largest and most vibrant city in the state, Minneapolis depends on purposeful, dedicated and innovative employees. Minneapolis has a large variety of careers for people of all experiences and backgrounds who come together for a singular purpose—serving the residents, businesses and visitors of Minneapolis.

Learn about what makes Minneapolis great.  
[www.minneapolis.org/visitor](http://www.minneapolis.org/visitor)

### OUR WORKFORCE



Over 3900 employees at the City of Minneapolis faithfully serve the residents, businesses and visitors of the City every single day. Some jobs are more visible in the community while some are behind the scenes, but each employee at the City plays a role in keeping Minneapolis a vibrant place that tops many lists. Our employees look for ways to keep Minneapolis at the leading edge, offering services and policies that are more comprehensive and progressive than the vast majority of cities. Our employees are a key reason why Minneapolis is a place where all people have an equitable opportunity for success and happiness.



Our purpose, to serve the residents, businesses and visitors of Minneapolis is at the foundation of everything we do. It shapes our priorities, our work, and our culture. It drives our employees to look for new ways to serve, creating an innovative and engaged culture.

*The employees of the City of Minneapolis are aligned for a singular purpose -to serve our community.*



### THE DEPARTMENT

The recently amended Minneapolis City Charter provides for an independent City Auditor's Office in charge of audit services for the City's operations within two divisions , Audit and Policy & Research. The Internal Audit Director oversees the Audit Division.

### Audit Division

- Plan and oversee the performance of risk-based, independent, and objective assurance, internal audit, and consulting services while ensuring adherence to professional industry standards and best practices and alignment with City goals.
- Monitor and assure compliance with the City Charter, ordinance and resolutions, City policies, and other applicable law.
- Direct the investigation of alleged abuse, fraud, or waste involving City resources.
- Collaborate with all City departments to minimize financial, operational, reputational, strategic, and other risks.
- New: As part of the City's 2023-2024 Budget Process, new positions were designated to begin public safety audit work in this division.



## MISSION STATEMENT AND VALUES

To serve the City of Minneapolis and the public interest by providing independent and objective services that enhance the City's ability to:

Manage risk • Improve internal controls • Optimize efficiencies • Reduce costs  
Strengthen accountability



## THE POSITION

Provide leadership and supervision for planning, directing, and coordinating the Internal Audit strategy for the City of Minneapolis, including City departments, boards and commissions.



## JOB DUTIES

- Develop strong working relationships with elected and appointed officials and serve as the liaison of the Audit Committee throughout the City enterprise.
- Develop and submit an annual audit plan to the Audit Committee for approval.
- Establish guidelines, policies, and procedures for conducting internal audits, guided by the International Professional Practices Framework as established by the Institute of Internal Auditors, which brings a systematic, disciplined approach to evaluate and improve the effectiveness of processes and controls designed to manage risk.
- Assist operating departments in the discharge of their responsibilities by providing them with analysis, appraisals, recommendations, counsel and information concerning the activities reviewed to facilitate protection of the City's resources.
- Supervise audit staff and participate in audit activities.
- Coordinate and supervise outside partners and consultants retained to audit technical areas within the City enterprise.
- Work with the Mayor and Council members along with department heads to discuss concerns within their areas of expertise, ultimately developing an audit work plan based on a nuanced understanding of the City enterprise to ensure sufficient audit coverage and serve in a consultative role to extend the audit perspective throughout the City enterprise.
- 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 required.
- Report audit issues to the Audit Committee, including appraising the adequacy of action taken by Boards, Commissions, and Departments to address identified problems.
- Examine the manner in which City 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 and perform field audits to ensure compliance with policies, laws, and regulations.
- 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.



- At the request of the Audit Committee, or other parties, conduct special reviews of suspected irregularities, fraud, misappropriation, or other misuse of City funds, and seek the advice of the City Attorney and report any criminal activities, and establish facts, measure the financial effect, assist in the recovery of assets and evaluate controls to prevent or detect such conditions in the future.
- Determine the adequacy and effectiveness of the City's overall internal accounting and operating control and advise appropriate management personnel of suspected irregularities.



### DESIRED CAPABILITIES

The ideal candidate has outstanding and demonstrated experience in leading complex organizations through visionary, collaborative, and innovative management, and partnership. Ability to think strategically and manage diverse and multiple functions, including embracing change in a fast-paced, dynamic municipal environment. Knowledge of the City of Minneapolis and an understanding of its enterprise government structure is a plus. A mature leader with excellent people skills and team development experience. Additional leadership characteristics include:



- Familiarity of new developments in the audit profession and maintains requirements for certifications (CIA, CPA).
- Demonstrated knowledge and understanding of local government and the policy-making process.
- Strong technical/functional skills in financial reporting, auditing, public administration, and public financial and fiscal practices.
- Demonstrated ability to assume management responsibilities and good leadership skills.
- Ability to integrate a business process improvement function into the department.
- Strong and developed communication and interpersonal skills.
- Ability to exercise critical, independent, and reliable judgment and make timely and quality decisions.
- Ability to anticipate and identify problems and recommend and implement solutions for those problems.
- Ability to be self-directed and to take the lead when necessary.
- Balance the need of strategic thinking and direction with the day-to-day management of the department.
- Understands when to be a facilitator, when to be a mentor, and how to delegate effectively.
- Has a high degree of integrity and a strong work ethic.
- Believes in the idea of public service and serving the residents of the city through excellent customer service and value-driven service delivery.
- Understands technical issues and has the ability to communicate that information effectively and with cultural competency.
- Ability to plan, organize, manage change and formulate and make difficult administrative decisions.

In addition, the City has adopted the following competencies for all leadership positions:

- **STRATEGIC LEADERSHIP:** ensuring alignment around overall direction priorities, objectives and plans;
- **PEOPLE LEADERSHIP:** ensuring the division has the talent needed to achieve desired results and reflect the diversity of the community;
- **RESULTS LEADERSHIP:** driving a high level of performance in the division; and
- **STAKEHOLDER LEADERSHIP:** effectively managing relationships with key internal and external stakeholders.



### EDUCATION AND EXPERIENCE

Bachelor's Degree in Business, Accounting, Public Administration, or closely related field. Master's or other advanced degree is preferred. Eight years of progressively responsible experience in conducting and coordinating internal audit activities in a large, complex organization, which has included 4 or more years of supervisory or managerial experience directly responsible for the work of professional internal auditors. Professional designation of Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) is required.



### COMPENSATION

This appointed position offers a competitive compensation package. Salary ranges from \$147,022 – \$174,283 annually, depending on experience. The City of Minneapolis offers a comprehensive benefits package that includes medical, dental, life, and disability insurance. Additionally, the city offers Health Reimbursement Account (HRA)/Voluntary Employees' Beneficiary Association Plan (VEBA) spending accounts, a telephone allowance, paid transportation benefits, paid vacation, holidays, sick leave, 12 weeks of paid parental leave, and the opportunity to participate in the Public Employee Retirement Association (PERA). Qualified employees may also participate in the Minnesota State Retirement System (MSRS). Relocation assistance is negotiable.



### HOW TO APPLY

This position will remain open until filled, and priority consideration will be given to candidates who apply by May 1, 2023. To apply, go to the [City of Minneapolis career page](#) and submit your cover letter and resume for this opportunity.

The City of Minneapolis is an Equal Opportunity Employer.