



PUBLIC FELLOWS PROGRAM

Job Title:	Senior Performance Auditor
Organization:	City of Atlanta, City Auditor's Office
Location:	Atlanta, GA
Stipend:	\$65,000 with health insurance for fellow
Start Date:	September 1, 2016

ORGANIZATION DESCRIPTION

The City Auditor's Office assists the Mayor, City Council, and citizens in ensuring that our local government is accountable, transparent, and cost-effective. We fulfill our mission by providing audit and integrity services, seeking to identify risks to Atlanta city government, and offering guidance on mitigating risks through these functions. We provide published reports and other forms of communication to the Mayor, City Council, and the general public, and we work with those we audit to track and report on progress in implementing our recommendations. The City Auditor's Office was established in accordance with the [city charter](#) and reports to an independent [audit committee](#).

To achieve our work, we employ staff with diverse experience and expertise. Our staff has education and work experience in accounting, finance, public policy and administration, information technology and law, as well as the natural sciences, humanities, and social sciences. The City Auditor's Office has twice won the Association of Local Government Auditors' Knighton Award for best audit for a medium-size audit shop. The office has issued over 100 reports and memoranda since 2002; all are available at www.atlaudit.org.

POSITION DESCRIPTION

Senior Performance Auditors are responsible positions requiring the development and exercise of professional judgment. After reviewing current projects and an orientation to the practices of the office, the incoming fellow will participate in planning and conducting a wide variety of audits in city government, which may include programs, functions, activities, contracts, and capital projects. Performance audits typically assess whether programs and processes are achieving intended results, being conducted efficiently, and complying with laws and regulations. Projects often include complex data collection and both quantitative and qualitative analysis.

Duties include:

- Conducting and planning research and interviews;
- Developing audit objectives and work plans;
- Collecting and analyzing information;
- Developing audit findings, conclusions, and recommendations based on analysis; and
- Drafting reports, reviewing reports for accuracy and quality assurance, and conducting follow-up reviews of previous audits.

This position is *only* available through the ACLS Public Fellows program.
You may *not* contact the host institution to inquire about this position.

Audits are conducted individually or in teams, depending on project scope and schedule. Auditors work under the supervision and coaching of an audit manager. Assigned work generally increases in complexity and/or sensitivity with experience and demonstrated ability. Performance auditors must become familiar with Government Auditing Standards issued by the US Comptroller General, under which the City Auditor's Office conducts its work.

REQUIRED AND PREFERRED QUALIFICATIONS:

- PhD in the humanities or humanistic social sciences;
- Excellent research and analytical skills;
- Strong written and oral communication skills;
- Flexibility, initiative, and good problem-solving abilities;
- Ability to work independently and as a member of a team;
- Technical savvy and experience using word processing and spreadsheet software; experience with database software is a plus;
- Ability to plan and organize work to handle multiple projects and meet deadlines; and
- Commitment to objectivity and independence in gathering and communicating information.

APPLICATIONS

- Information on the ACLS Public Fellows Program: www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 24, 2016, 8 pm Eastern Daylight Time