



City of Phoenix



CITY OF PHOENIX, ARIZONA

City Auditor

Building the Phoenix of Tomorrow

THE CITY

Over 1.6 million people call Phoenix home, where sunshine and opportunities are endless! Commonly known as the “Valley of the Sun”, Phoenix is the 5th largest city in the United States and provides a rich culture and an abundance of attractions for both residents and visitors from museums, nature parks, and restaurants to a vast network of arts, entertainment, sports, recreational and educational amenities.

Phoenix and the surrounding areas are home to several major professional sports teams to include the Arizona Diamondbacks (MLB), Phoenix Suns (NBA), and Phoenix Mercury (WNBA), Arizona Cardinals (NFL), Arizona Coyotes (NHL), and the site for the Spring Training MLB Cactus League. Phoenix also has one of the fastest growing job markets and is emerging in the new economy with strength in high technology, manufacturing, bioscience research and advanced business services. Education continues to be a primary focus as well with high-quality public schools, community colleges and universities.

With its strategic location within hours from multiple leisure destinations, Phoenix offers outstanding weather and a vibrant lifestyle, making it a great place to do business, but an even better place to live.

THE ORGANIZATION

The City of Phoenix is a full-service city with the largest council-manager form of government in the United States, 14,500 city employees, including seven employee unions and associations, and a \$3.4 billion annual budget. The Phoenix City Council is comprised of a Mayor and eight Council members. Each council member is elected by the people from a represented council district for a four-year term. The Mayor is elected at-large. The City Manager is appointed by the Mayor and City Council and is responsible for the city’s day-to-day management and operations including overseeing more than 30 departments and managing the finances and budget of the City of Phoenix.

The vision for the City is to improve the quality of life through efficient delivery of outstanding public services. The vision statement, “We will make Phoenix a great place to live, work, and visit, by fostering a dynamic and sustainable environment with exceptional public services,” continues to define and stimulate the City’s growth and development. The City places a high value on being employee-friendly by striving to be the local market leader for employee compensation and benefits, honoring all cultures and lifestyles, leading the way to be innovative and progressive, and creating a workplace that focuses on customer service excellence both internally and externally to become an “employer of choice”.

BUILDING THE PHOENIX OF TOMORROW

The City Manager has identified the following goals:

Financial Excellence – Achieve financial excellence by ensuring the City Manager’s Budget supports the priorities and goals of the City of Phoenix and our community.

Process Improvement and Efficiency – Implement process improvement and efficiency measures throughout the organization including the creation of a new citywide strategic plan.

Community Safety – Enhance Community Safety utilizing a multi-faceted approach that best serves our diverse community.

Homelessness and Affordable Housing – Develop innovative approaches to address homelessness and affordable housing challenges.

Major Events and Economic Development – Host successful major events and pursue other opportunities that highlight the City of Phoenix.

Data Driven – Focus on data-driven, outcome-based services for ongoing and new programs.

Water Resiliency – Develop a comprehensive Water Resiliency strategy.

To learn more, go to:
<https://www.phoenix.gov/>



It is an exciting time to work for the City of Phoenix! On November 7, 2023, Phoenix voters passed the City Council approved \$500 million General Obligation (GO) Bond Program. GO Bond programs help to fund critical infrastructure and rehabilitation needs of City facilities such as parks, libraries, fire and police stations, affordable housing, streets, and storm drains. Approved projects will be prioritized and allocated over the five-year period of 2024-25 to 2028-29 and included in the Preliminary Capital Improvement Program (CIP) scheduled to be presented to City Council on March 19, 2024.

To learn more about the proposed GO Bond Program visit: <https://www.phoenix.gov/bond>

POSITION OVERVIEW

The City of Phoenix seeks a knowledgeable and collaborative leader to fill the position of City Auditor. This role will lead a department that provides independent and objective feedback to assist City Management team and Audit Committee in meeting objectives, efficiently and ethically managing public assets, and reducing the organization's risk. The City Auditor and team are responsible for managing the independent audit of City departments, offices, and programs, for analysis of financial management practices, and for surveillance of municipal fiscal contracts. Duties also include development of fees and cost allocation plans, administration of the tax hearing function, and coordination of all external audits for the City. This position will manage a department with an annual operating budget of \$5.4M per year and a total of 25 FTEs.



The City Auditor regularly reports to the City Manager and the City Council on the scope of audits which have been conducted, the financial conditions which have been found, and the effectiveness of management procedures and fiscal controls, and recommends appropriate changes to improve management. A broad latitude as to the choice of detailed operating procedures is authorized, within the limits of accepted professional practice and of policies established by City management.

The City Auditor will also present serve as the liaison to the Audit Committee, which was created in 1976 to develop policy and establish guidelines for conducting city internal audits and to serve as liaison with the city's independent auditors. Annually, the City Auditor Department presents to the committee a report of the department's activities. The committee also approves the annual audit plan, receives copies of all audit reports, and oversees the Annual Financial Report audit. Along with the City Auditor, the members of the committee include: 3 City Council members appointed by the mayor, 3 public members appointed by the Mayor, the City Manager, the Finance Department Director, and the Budget and Research Department Director.

City of Phoenix Audit Plan & Reports: <https://www.phoenix.gov/auditor/reports>



CHARACTERISTICS OF THE IDEAL CANDIDATE

The ideal candidate shall have demonstrated success in governmental auditing, along with experience in developing and improving audit procedures and processes, as well as internal controls and protocols. This fiscally savvy, business-minded individual will be dedicated to improving municipal operations by identifying and creating efficiencies for city services across all sectors of the organization. Previous governmental auditing experience working directly with or for public sector agencies is essential for this role!

This innovative leader must have proven strategic planning, decision making, problem-solving, presentation and listening skills, along with excellent written and verbal communication skills. This highly collaborative leader shall have exceptional interpersonal and analytical skills to bring credibility to this role and have the ability to quickly establish mutual respect and trust with the City leadership, department staff and elected officials.

The City Auditor will be a bridge builder working collaboratively with department staff to develop and implement departmental goals, objectives, and priorities that support their operations, as well as ensure financial trust and transparency. This role requires a leader to engage well with city departments to set a high expectation on monitoring and evaluating the efficiency of city services and operations to include control methods, contract management, payroll processes, construction invoices, grant fundings, police and fire assessments, allocation of resources, inventory of assets, along with identifying technological needs.

This role requires someone with the emotional intelligence and leadership presence to effectively guide and manage a diverse, high-performing staff, and with the political aptitude to anticipate and plan for issues of concern. This person should be able to create a positive atmosphere for employees in the organization and must adhere to the highest ethical and moral standards, display transparency, and commit to PHXRespect.



The **City Auditor** shall have these additional core competencies:

- » **Forward-Thinking** – Fosters a vision and direction for the Office; seeks “best practices” for continued growth and effectiveness; develops a rolling, flexible, agile audit plan, strategies, priorities, goals, and objectives.
- » **Adaptable and Managing Change** – Able to adapt to ongoing challenges and capable of shifting in various directions due to changes in goals or issues that arise; provides information and feedback to City leadership as needed.
- » **Results Oriented** – Makes sound decisions collaboratively with the team; optimizes resources and initiates efficient work processes; pursues smart goals and works diligently to achieve them; possesses the ability to evaluate and improve processes and procedures to enhance services.
- » **Problem-Solving and Strategic Thinking** – Demonstrates the ability to analyze, interpret and effectively identify and solve problems; makes informed decisions, and successfully addresses complex organizational challenges; provides and implements creative solutions with clear direction for setting courses of action.
- » **Manage and Develop Professional Staff** – Demonstrates the ability to manage and develop audit professionals helping them enhance their professional capabilities, increase their knowledge of local government operations, guide them in being more effective as a team, and helps them to work independently.
- » **Politically Astute and Collaborative** – Has a professional presence suitable to successfully engage with and present to City Management, City Council, Audit Committee, county and state officials, and community stakeholders.

■ QUALIFICATIONS

- » Master’s Degree from an accredited college or university with major coursework in Finance, Accounting, Business Administration or a directly related field.
- » Six (6) years of experience in governmental accounting and auditing, including three years of supervisory experience.
- » Other combinations of experience and education that meet the minimum requirements may be substituted, however a college degree is required.
- » It is strongly preferred that candidates have current credentials as a Certified Internal Auditor (CIA).
- » Other credentials that are desirable, but not required, are Certified Government Auditing Professional (CGAP), Certified Public Accountant (CPA), Certified Information Systems Auditor (CISA), Certified Government Financial Manager (CGFM), Certified Fraud Examiner (CFE) or Certification in Risk Management Assurance (CRMA).



COMPENSATION AND BENEFITS

Salary is up to \$207,979 annually and will be commensurate with the qualifications and experience of the successful candidate. The City contributes 9% of salary into 457/401(a) plans with no matching required. \$6,000/annual car allowance and \$1,440/annual cell phone allowance. **The selected candidate will be required to reside within Phoenix city limits within 24 months after the date of hire.**

A comprehensive Executive benefits package is offered which includes:

Traditional pension with employer and employee contributions; choice of medical HMO, PPO, HDHP/HSA plans; wellness incentive of up to \$720 annually; dental; vision; life insurance; long-term disability; medical enrollment includes a monthly \$150 City contribution to a Post-Employment Health Plan; bus/light rail pass; tuition reimbursement; paid time off includes 13.5 paid holidays, 12 vacation days, 6 personal days, 15 sick days.

For more details, visit: <https://www.phoenix.gov/hrsite/Benefit%20Category/010.pdf>

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Monday, January 8, 2024**. Please submit your materials to: <https://www.cpshr.us/recruitment/2265>.

For additional information about this position please contact:

KYLIE WILSON

Principal Consultant

Email: kwilson@cpshr.us

Website: www.cpshr.us



Candidates deemed to have the most relevant backgrounds will be invited to participate in a preliminary screening interview with the consultant. Those individuals determined to be best suited will be invited to participate further in a formal assessment process with the City. An appointment is anticipated upon the completion of comprehensive reference and background checks. **This is a non-classified position and not covered under the civil service rules. This recruitment and any interview process resulting from this recruitment may be used to fill any related current or future vacancies.**

