HONOLULU
Office of the
City Auditor

PERFORMANCE AUDITOR

The City Auditor is seeking one auditor for the Office of the City Auditor. Duties and qualifications are noted as follows:

General Duties: Conducts performance audits, studies, program reviews, analyses, and evaluations that are diverse and complex. Works under the general supervision of the city auditor and, depending on qualifications, may work as an in-charge auditor, or under the supervision of an in-charge auditor. Performs work in accordance with established auditing principles, policies, and generally accepted government auditing standards. Completes audit tasks related to the assigned project with independence and impartiality. Analyzes, evaluates, and makes appropriate recommendations for improvements in the city's organizational structure, functions, processes, policies, practices, and procedures, as applicable. Performs other duties as assigned.

Salary Range: $52,968 - $130,608 (Commensurate with experience)

The successful candidate will be classified in one of the following three classifications commensurate with experience.

- Auditor I: Under direction of a senior auditor, analyzes city programs, departments, budgets, and complex processes to identify areas of efficiency and effectiveness, and conducts program performance audits.

  Minimum qualifications: bachelor's degree preferably in public administration, government and public policy, political science, public affairs, economics, applied statistic or data analytics, finance, accounting, business, or related fields. Some experience in auditing desired; analytical or similar work experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Proficiency in MS Word, Excel, and PowerPoint desired.

- Auditor II: Under direction of a senior auditor, analyzes city programs, departments, budgets, and complex processes to identify areas of efficiency and effectiveness, and conducts program performance audits.

  Minimum qualifications: bachelor's degree preferably in public administration, government and public policy, political science, public affairs, economics, applied statistic or data analytics, finance, accounting, business, or related field with at least ten semester units of finance, economics, statistics or accounting; and two years of professional auditing, analytical or similar work experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Proficiency in MS Word, Excel, and PowerPoint desired.

  Advanced degree or professional certification may be considered in lieu of experience. Master's degree in business administration, public administration, or public policy is desirable. Candidates should have strong verbal and written communication skills; be able to collect, compile, analyze, interpret, and present data in written and verbal forms; and be able to work independently and as a team member.

- Senior Auditor: Under direction of the City Auditor, analyzes city programs, departments, budgets, and complex processes to identify areas of efficiency and effectiveness. Responsible for leading, performing and completing program and performance audits of considerable scope, complexity and difficulty. Leads audit teams and supervises the work of others.

  Minimum qualifications: bachelor's degree preferably in public administration, government and public policy, political science, public affairs, economics, applied statistic or data analytics, finance, accounting, business, or related field with at least ten semester units of finance, economics, statistics or accounting; and four years of professional performance auditing, analytical or similar work experience. Two of the four years must include lead-auditor or similar experience leading and directing professional staff; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Proficiency in MS Word, Excel, and PowerPoint desired.

Advanced degree or professional certification may be considered in lieu of experience. Master's degree in business administration, public administration, or public policy is highly desirable. Government sector auditing experience preferred.

Application: Ongoing

To apply for the position, send an email to Jordan.alonzo@honolulu.gov and include a cover letter, resume, and a writing sample. The writing sample should demonstrate critical thinking and analysis, 10 pages max, excluding bibliography.

Or send a cover letter, your resume, and a writing sample to:

Mr. Jordan Alonzo
Office of the City Auditor
1001 Kamokila Blvd., Suite 216
Kapolei, HI 96707

For more information, call 808-768-3134 or visit www.honolulu.gov/auditor.
Resumes will be reviewed on a rolling basis. Only applicants who are contacted for interviews will be asked to provide three professional references. References will be contacted, and background checks completed before any offers will be extended.

An Equal Opportunity Employer