



# Performance Audit Manager

## Long Beach City Auditor's Office

*An opportunity for those seeking to make a difference in local government.*





## Long Beach

Ideally located on the Pacific Ocean south of Los Angeles, adjacent to Orange County, Long Beach, California (population 480,173) is frequently described as a series of strong, diverse interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 5.5 million visitors a year.

Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. The City is known for its livable and desirable neighborhoods. The City is also home to California State University, Long Beach (CSULB) and Long Beach City College. CSULB is one of the largest campuses in the California State University system and was recently ranked the No. 3 best value public college in the nation. The Long Beach Unified School District, serving the K-12 student population, consistently attracts

international recognition for increasing student achievement and public education best practices.

While it offers all the amenities of a large metropolis, Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its size. The seventh largest city in California, Long Beach has been referred to as the “most diverse city” in the country by USA Today. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

The City is a full-service Charter City governed by a directly elected Mayor and nine City Council Members who are elected by district. The City Auditor, City Attorney and City Prosecutor are also elected positions. Long Beach is a full-service municipality and operates a leading deep-water port, offshore and onshore oil production, a local health department, gas and water utilities, a convention and entertainment center, aquarium, museum, two historic ranchos, marinas, golf courses and a commercial airport. The City is supported by a total FY 2018 budget of \$2.65 billion and employs nearly 6,000 full and part-time personnel in 22 departments.

## City Auditor’s Office

A Long Beach native, Laura Doud is one of only four elected Auditors in California, has served as City Auditor since 2006 and was recently re-elected to another four-year term. She is a Certified Public Accountant, Certified Fraud Examiner and a law school graduate. Laura is dedicated to the mission of the Office which is to advance an effective City government through independent, high quality audits, advisory services and investigations.



The Office performs a variety of audit and review services, including contract and performance audits, operational and internal control reviews surrounding City revenues and expenses, and fraud investigations. Laura Doud has ensured the Office meets the highest standards by submitting to triennial peer reviews. This dedication to excellence is evident through the recognition of the Office’s work, which has been awarded by five prestigious Knighton Awards by the Association of Local Government Auditors. These awards recognize the best performance audit reports issued by its 400 members.

*“The City Auditor’s Office is a professional office with an excellent working environment. We provide many opportunities for growth and development. The City Charter provides enormous authority and latitude in the selection of the audits we perform. As a result, members of our team gain valuable experience in a variety of settings and departments. Our work is exciting and rewarding as we strive to identify recommendations that provide value to the City. We are looking for dynamic and dedicated individuals to join our team.”*

– Laura Doud, City Auditor



The Office has an annual budget of \$3.2 million with 22 FTEs that handle audits, fraud hotline investigations, garnishments, payment review and administration. For more information on the City Auditor and recent audit reports, please visit the website at [www.CityAuditorLauraDoud.com](http://www.CityAuditorLauraDoud.com).

## Performance Audit Manager

The Performance Audit Manager reports to the Assistant City Auditor and is responsible for leading performance audit engagements in compliance with professional auditing standards. This includes development of audit objectives, scope and audit programs. As an audit project leader, he/she must take responsibility for the overall execution and scope of an audit project, from planning through final delivery, including development of budgets, timelines, effective status reports, and final report preparation.

The Audit Manager may also be assigned the role of managing the City Auditor's Fraud Hotline, which receives fraud, waste and abuse allegations through multiple channels. In this role, the Audit Manager would plan, lead and monitor investigation, detection, control and prevention projects surrounding fraud, waste and abuse of City resources.

As part of this role, the Audit Manager must a) identify, collect and analyze qualitative and quantitative data from a variety of sources; b) conduct interviews and meetings designed to elicit useful, relevant and reliable information; c) evaluate facts and employ deductive reasoning to draw and support appropriate conclusions and make improvement recommendations; d) coordinate hotline efforts with those of other departments and agencies; and e) assist in developing outreach and education efforts.

As part of the management team, the Audit Manager will participate in strategic discussions regarding audits and projects, process improvements, and staffing and resource considerations. He/she will supervise and review audit and investigative work conducted by performance auditors, including workpapers and management correspondence. In addition, he/she will assume a leadership role which includes contributing to a positive work environment and supporting the Office goals.

## The Ideal Candidate

The City Auditor's Office is seeking a seasoned professional with skills and experience in planning, leading, and coordinating performance audits. The ideal candidate should possess strong knowledge of theories, principles, and practices of investigation and internal controls as well as the ability and experience to apply such knowledge to performance audits and integrity investigation, detection, and control projects involving government activities and resources. The ideal candidate will display a natural curiosity for detail and information, along with a genuine desire to understand laws, policies, operations, business systems and processes. He/she will have a keen eye for identifying risks, weaknesses and opportunities for improvement.

The ideal candidate is someone who enjoys the role of being a working manager in a dynamic setting. He/she will be an adept project manager who displays agility in balancing multiple priorities and projects simultaneously. A self-directed and motivated professional, he/she will be comfortable working autonomously with minimal direction and oversight.

Known for his/her professional courage and tenacity to pursue the facts, the ideal candidate possesses outstanding analytical skills to focus on what matters, as well as the ability to flex his/her communication skills to maximize the amount and quality of information obtained from others.

The ideal candidate possesses a high level of professionalism and diplomacy, exhibiting outstanding interpersonal skills, and has the proven ability to establish and maintain productive working relationships across a wide variety of function areas. He/she will help to further position the Office as a valuable business partner committed to accountable, transparent and efficient government.



The ideal candidate will possess a reputation for being the ultimate team player who actively promotes the organization's vision, mission and core values. He/she is an effective and consistent manager of people who is respected for upholding high professional standards and serving

as a role model for others in the Office. The ideal candidate is committed to a positive, collaborative and supportive work environment.

He/she has a strong background in motivating and coaching staff, and in effectively “managing up” to his/her superiors. The ideal candidate sees the big picture, possessing not only an adept understanding of his/her role in the organization and its purpose, but also an interest and consideration of matters and issues outside of his/her role that impact decision-making.



A Bachelor’s degree in Accounting, Finance, Business, Public Administration or related field is required. The candidate should possess an applicable professional certification (CFE, CIA, CPA, or CGAP); if not already in possession, he/she will be expected to hold a certification within the first year of employment.

The candidate should also possess a minimum of seven years of performance audit and/or investigations experience, preferably in government settings, with a minimum of two years in a supervisory or management position. Proficiency in Microsoft Office products will be expected, while experience with investigations case management systems, and risk and control analytics software – such as ACL or IDEA – is highly desirable.

## Compensation & Benefits

This management position’s salary range is \$94,428 – \$133,633; placement within the range will be DOQE. Salary is supplemented by a comprehensive benefits package that includes but is not limited to:

**Retirement** – City offers CalPERS, coordinated with Social Security.

**Vacation Leave** – Accrual rate based on years of service starting with 12 days after year one.

**Executive Leave** – Five (5) days per year.

**Holidays** – Nine (9) designated holidays annually, plus 4 personal holidays utilized at employee’s discretion.

**Health Insurance** – Two (2) plans available: one HMO and one PPO plan. The City pays major portion of the premium for employee and dependents.

**Dental Insurance** – Two dental plans available for employees and dependents.

**Disability** – City paid short-term and long-term disability insurance.

**Deferred Compensation** – Available through ICMA Retirement Corporation.

**Continuing Education** – 40 hours of training provided annually.

**Flex Scheduling** – Voluntary 9/80 schedule to provide for a healthy work-life balance.

## Application & Selection Process

Candidates are encouraged to **apply immediately** for prompt consideration. Resumes will be reviewed upon receipt and screening interviews will commence within days of application for the most qualified candidates. This recruitment will remain **open until Wednesday, March 27, 2019.**

Please **mail or email** your resume, a list of three professional references (names, titles/affiliations, and contact information), and answers to the supplemental questions below to:

City of Long Beach  
City Auditor’s Office  
Attention: James Lam  
333 W. Ocean Blvd, 8th Floor  
Long Beach, CA 90802  
[James.Lam@longbeach.gov](mailto:James.Lam@longbeach.gov)

### SUPPLEMENTAL QUESTIONS:

1. What is your desired annual salary?
2. Describe a recent audit you performed:
  - a. What auditing standards did you use, if any (i.e. yellow book, red book)? How did you ensure adherence to standards?
  - b. Did you supervise other staff during this audit? How did you assign work? What type of work did you perform yourself versus what work was delegated?
  - c. Describe your role during various phases of the audit (i.e. risk assessment, planning, reporting).

Following completion of initial screening, candidates deemed to be the best qualified may be requested to provide writing samples and will be invited to participate in interviews with the City Auditor’s Office. A selection is anticipated subsequent to final interviews after the successful completion of background and reference checks. References will not be contacted until the end of the process and will be done so in close coordination with the candidate impacted.

***The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.***