



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 470,000) 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 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 2022 budget of \$3 billion and employs nearly 6,000 full and part-time personnel in 23 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 re-elected in 2022 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 make Long Beach better through independent audits and fraud 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 eight prestigious Knighton Awards by the Association of Local Government Auditors. These awards recognize the best performance audit reports issued by its 300 members.

The Office has an annual budget of \$3.4 million with 18 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.

“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



Performance Audit Manager

The Performance Audit Manager reports to the Deputy 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, the Performance Audit Manager 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 Performance Audit Manager supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures, and maintaining a healthy and safe working environment. The Performance Audit Manager also performs all operational aspects of performance audits of City operations, including but not limited to planning audit activities, preparing audit programs, performing fieldwork such as conducting interviews, observations and testwork, preparing working papers, writing audit reports, and presenting findings and making recommendations,

as needed.

The Performance Audit Manager may be asked to assist with ad-hoc projects and prepare schedules and reports, and other tasks as directed by the City Auditor and/or Deputy City Auditor such as data extraction, validation, and analysis.

As part of the management team, the Performance Audit Manager will participate in strategic discussions regarding audits and projects, process improvements, and staffing and resource considerations. The Performance Audit Manager will supervise and review audit work conducted by performance auditors, including workpapers and management correspondence. In addition, the Performance Audit Manager 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 audits and internal controls as well as the ability and experience to apply such knowledge to performance audits 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 applicable municipal, state and federal laws, policies, operations, business systems and processes. The Performance Audit Manager will have a keen eye for identifying risks, weaknesses, and opportunities for improvement within City operations.

The ideal candidate is someone who enjoys the role of being a working manager in a dynamic

setting. The Performance Audit Manager will be an adept project manager who displays agility in balancing multiple priorities and projects simultaneously. A self-directed and motivated professional, the Performance Audit Manager will be comfortable working autonomously with minimal direction and oversight.

Known for 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 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. The Performance Audit Manager 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. The Performance Audit Manager is an effective 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.

The Performance Audit Manager has a strong background in motivating and coaching staff, and in effectively “managing up” to superiors. The ideal candidate sees the big picture, possessing not only an adept understanding of the Performance Audit Manager role in the organization and its purpose, but also has a broader interest and consideration of matters and issues 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 (CIA, CPA, or CGAP); if not already in possession, the candidate 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 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, and experience with risk and control analytics software – such as ACL or IDEA – is highly desirable.

Compensation & Benefits

This management position’s salary range is \$101,190 – \$143,203; 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.

Holidays – Eleven (11) 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 (2) dental plans available for employees and dependents.

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

Deferred Compensation – Available through MissionSquare Retirement.

Continuing Education – 40 hours of training provided annually.

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

Hybrid Work Schedule

Application & Selection Process

Candidates are encouraged to **apply immediately** for 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 Friday, July 15, 2022**.

The City of Long Beach requires all employees to be vaccinated against COVID-19 prior to their first day of employment unless a medical or religious accommodation is approved by the City of Long Beach’s Human Resources Department for the duration of the vaccine mandate.

Please **mail, email,** or submit your application **online at longbeach.gov/jobs** with your resume, cover letter, a list of three professional references (names, titles/affiliations, and contact information), and answers to the supplemental questions.

City of Long Beach City Auditor’s Office
Attention: Melissa Swift
411 W. Ocean Blvd, 8th Floor
Long Beach, CA 90802
Melissa.Swift@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. 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.

The City of Long Beach is an Equal Opportunity Employer and intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired or if you would like to request this information in an alternative format, please contact (562) 570-6751. The City of Long Beach is committed to creating a workplace where every employee is valued for who they are. Having our workforce reflect the diversity of our community at various levels of the organization is a continuous goal embraced by our departments, management staff, and policymakers. To support efforts of fairness and diversity, City Leadership is committed to incorporating equity and inclusion into our work by supporting staff and community partners. We are committed to promoting transparency by publishing updated demographic information for employees, including workforce diversity data and pay by race and gender.