



# CITY AUDITOR



*The best place to live, work, and play.*



## THE COMMUNITY

League City is located near the Texas Gulf Coast, approximately 20 miles southeast of Houston in northern Galveston County and the southernmost part of Harris County. The city is situated on the south shore of Clear Lake and encompasses an area of 53 square miles. The major sectors of the area's economic base include aerospace (NASA), petrochemicals, health care, upscale commercial, boating and visitor attractions. League City's residents and businesses enjoy easy access to many regional attractions and destinations including Galveston Island, the NASA Johnson Space Center, South Shore Harbour Resort & Conference Center, Clear Lake, University of Texas Medical Branch, Baybrook Mall, Kemah Boardwalk, Hobby International Airport, Downtown Houston, Texas Medical Center, Houston Spaceport, four major shipping ports, and the second largest petrochemical cluster in the world!

Ranked as one of the fastest growing and most desired communities in which to live in both Texas and the U.S., more than 107,000 residents live in League City due to the nationally-acclaimed school system, affordable master-planned communities, family-centric values, 100-year old oak trees, recreational lifestyle, and love for the water. With its distinct and vibrant culture, League City is committed to education, health, public safety, infrastructure, and recreation ensuring that League City will be the place in Texas to live, work, and play for years to come.

## THE ORGANIZATION

The City of League City is a progressive, full-service municipal organization operating under the Council-Manager form of government with an at-large Mayor and Council Members that represent seven districts. The City Council appoints the City Manager, City Attorney, City Secretary and the City Auditor. The City Manager serves as the chief administrative and executive officer of the City and is responsible for guiding and directing day-to-day operations and oversight of all positions. The City has a staff of approximately 615 FTEs, an operating budget of \$140.48 million and a capital program of \$110.82 million.

The City of League City staff and leadership collaborated to develop a mission statement regarding the role and purpose of City government, along with a set of organizational values to guide the **SERVICE** of the City's workforce.

- **SUSTAINABILITY** - Optimizing available resources to maintain and improve quality of life.
- **EXCELLENCE** - Reflecting who we are, our values, and our distinctive performance by consistently surpassing expectations.
- **RESPECT** - Appreciating, valuing, recognizing, and caring about what our team and community has to offer.
- **VALUE-DRIVEN** - Exhibiting a high degree of stewardship and accountability.
- **INTEGRITY** - Doing what is ethically and morally correct because it's the right thing to do.
- **CUSTOMER-FOCUSED** - Accessible and responsive to customer needs according to our values with a focus on what is best for all.
- **ENGAGED** - Communicating effectively with external and internal stakeholders to create an environment of trust and collaboration.

## DEPARTMENT OVERVIEW

The Office of the City Auditor serves the public interest by providing independent and objective audits, reviews, and assessments. The Department promotes accountability throughout the City of League City and has a budget of \$127,815 annually. The Department ensures that the City:

- Applies its resources effectively
- Complies with all laws and contracts
- Has adequate safeguards over its assets
- Ensures appropriate revenue management
- Provides reliable financial and operational information
- Has identified risk exposures and uses effective strategies to control them
- Is committed to adding value at every opportunity

*To learn more visit: <https://www.leaguecity.com/>*

## THE POSITION

Under the general direction of the City Council, and the day-to-day oversight of the City Manager, the City Auditor completes detailed internal auditing activities for the City of League City. This is accomplished by objectively analyzing City-wide operational procedures and internal controls, making recommendations regarding cost effectiveness and efficient delivery of City services, performing financial and statistical analyses, conducting financial and management reviews, formulating recommendations and preparing related reports and presentations.

### *Typical responsibilities:*

- Perform independent internal audit activities in order to evaluate the effectiveness and efficiency of operational procedures and internal control systems, the accuracy of financial records, and the level of compliance with applicable laws, governmental regulations and management policies or procedures.
- Review departmental records of equipment, buildings manpower, financial transactions and internal systems; Collaborate with departmental personnel to obtain information to determine compliance with applicable laws, governmental regulations and management policies and procedures.
- Survey and evaluate functions, activities, and information obtained for deficiencies in controls, work and process redundancy, over-spending and fraud and/or lack of compliance with laws, regulation and management policies and procedures.
- Investigate claims of fraudulent activities and wrongdoings in assigned areas.
- Develop audit findings, prepare recommendations of corrective actions and drafts summary reports for delivery of results to City Council and/or management.
- Recommend changes for policy as needed and work with departments and management to correct identified deficiencies and achieve established objectives.
- Conduct special studies as required to discover the mechanics of detected deficiencies to develop and deliver programs related to deficiency prevention and internal control systems.
- Collaborate with the Purchasing Department to establish contract compliance plans and procedures; Conduct periodic audits of contracts to ensure compliance with contract terms.

## THE IDEAL CANDIDATE

The ideal candidate shall have a heart for public service and the ability to work independently and autonomously in this role. This experienced professional must be highly competent in governmental auditing and accounting, as well as possess an in-depth knowledge of governmental generally accepted accounting principles (GAAP) and related complex accounting requirements. The candidate shall have demonstrated success in developing and managing a business-like approach to improving audit procedures and processes, as well as internal controls and protocols.

This hardworking leader must have excellent communication skills and the demonstrated ability to effectively implement and enhance a robust audit plan, with fairness and integrity. This position must be able to work collaboratively with City leadership, other departments, local businesses, community stakeholders, and the public as needed.

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

- **Forward-Thinking** – Fosters a vision and direction for department; seeks “best practices” for continued growth and effectiveness; develops short- and long-range audit plans, strategies, priorities, goals and objectives.
- **Adaptable and Managing Change** – Adapts 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 financially-sound decisions; optimizes resources and initiates efficient work processes; pursues aggressive goals and works hard/smart 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/implements creative solutions and provides direction by clearly and effectively setting courses of action.
- **Effective Communication** – Possesses excellent oral and written communication; ensures information is effectively conveyed; listens effectively; is responsive.
- **Politically Astute and Collaborative** – Has a professional presence suitable to successfully engaging with City Management, City Council, county and state officials, and community stakeholders; serves as the official departmental representative in various capacities and for City Council meetings.
- **Business Acumen** – Has experience in governmental auditing and accounting; including a governance process that ensures accuracy and inclusiveness.



## EDUCATION/EXPERIENCE

Bachelor's Degree in Accounting, Business Management, Public Administration or directly related field. Master's degree preferred. A minimum of 7 years of progressively responsible experience in internal audit for municipal government. An equivalent combination of education and years of experience is also acceptable. Certified Internal Auditor (CIA) is a must! Certified Public Accountant (CPA), Certified Government Finance Officer (CGFO) or Master of Business Administration (MBA) are a plus!

## COMPENSATION AND BENEFITS

Salary is commensurate with qualifications and experience of the successful candidate. The City of League City also offers an excellent array of benefits.

**For more information, visit the City's benefits website: <https://leaguecity.gobenefits.net/>**

## 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, June 15, 2020**. To review more information on the position, and to submit your materials visit: <https://executivesearch.cpshr.us/JobDetail?ID=653>. **Candidates selected for a screening interview will be requested to provide a work sample of a personally prepared audit plan and an audit for review.**

For additional information about this position please contact:

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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant in mid-June. The City anticipates holding interviews in early-July. Media checks will be performed on all screened candidates, and a comprehensive reference and background check will be performed on final candidates.

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