



City of Peoria

HUMAN RESOURCES

Title: Internal Controls Program Manager

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from City Manager or Deputy City Manager.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in accounting, finance, public or business administration, or equivalent field.
- **Experience:** Minimum of five years related experience. Requires advanced knowledge of internal controls and complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** None required.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Internal or government auditing experience
- Certified Public Accountant or Certified Internal Auditor

JOB SUMMARY

This position manages the City's internal controls to ensure that operational activities and financial reporting are effectively managed by a system of internal controls that ensures the integrity of financial information and operations. This position plans and performs a variety of duties including examining records and analyzing information to evaluate internal controls, determine financial risks and assess effectiveness of policies and procedures. Works collaboratively with departments throughout the city and prepares professional written and verbal communications and presentations.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Proactively works with City Manager or Deputy City Manager and department managers to ensure system of internal controls are designed efficiently and effectively to mitigate financial and operational risks to acceptable levels, to ensure assets are adequately managed, and significant financial, managerial, and operating information is accurate and reliable.
2	Plans and conducts reviews and assessments of operational procedures to evaluate effectiveness of internal controls, policies and procedures. Effectively document, communicate and report on results of reviews and assessments and action plans needed to address or mitigate potential risks and deficiencies. Follow-up on recommendations to ensure appropriate actions are taken to address potential risks and deficiencies.
3	Leads or coordinates efforts to develop, modify, update and implement effective controls, financial policies and procedures, anticipating changes in controls driven by process and system changes and, demonstrating strong business and technical knowledge in determining potential impacts. Works effectively with departments and divisions to resolve internal control issues. Prepares professional written and verbal communications.
4	Develops and leads or coordinates training for staff and management on internal controls, financial policies and procedures, including preparation of training materials.
5	Performs or participates in a variety of projects to evaluate control deficiencies, internal audit projects and special projects as requested, including fraud investigations, system control updates. Support external auditors in reviews or audits of internal controls, financial policies and procedures.
6.	Participates in special projects or tasks as assigned.



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PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, calculator / adding machine.

PROTECTIVE EQUIPMENT REQUIRED:

None required.