

## Education and Experience

Education: Bachelor's degree in accounting, finance, public policy or a related field; while an advanced degree and professional designation (CPA, CIA) is highly desirable. Must have at least three years of full-time experience as a manager supervising professional staff in conducting performance, financial/compliance, and information systems audits and studies in accordance with Professional Auditing Standards.

## Compensation and Benefits

The City of Los Angeles provides an excellent compensation and benefits program. The salary range for this position is up to \$206,044 annually, dependent on qualifications. The attractive benefits program includes:

- ◆ An independent retirement plan to which both the employee and the City contribute
- ◆ A multi-option deferred compensation plan
- ◆ Generous vacation and sick leave
- ◆ 13 paid holidays per year
- ◆ A flexible benefits plan including multi-option health, dental, and vision coverage
- ◆ Family and domestic partner leave



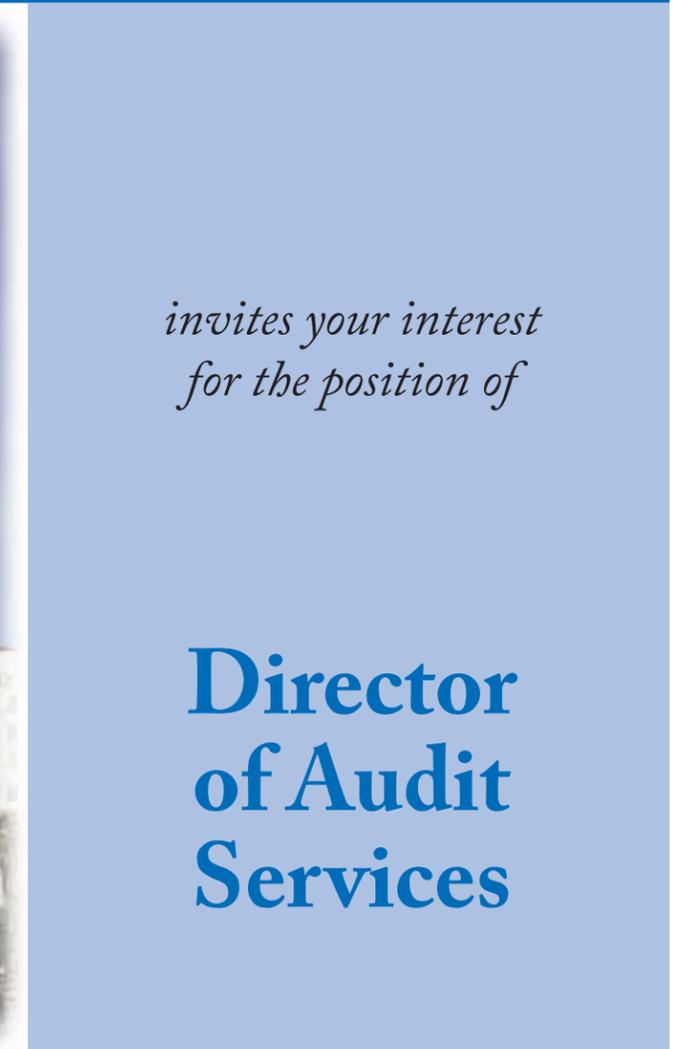
## The Process

If you are interested in pursuing this unique and exceptional career opportunity, please visit the Avery Associates Career Portal on our website at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/) to upload your letter of interest, resume and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this recruitment is June 20, 2018.

If you have any questions, please contact Bill Avery at 408.399.4424 or [bill@averyassoc.net](mailto:bill@averyassoc.net) or Bill Lopez at 408.888.4099 or [williaml@averyassoc.net](mailto:williaml@averyassoc.net).



The Controller's Office of the City of Los Angeles seeks a highly motivated, well-qualified, experienced, collaborative audit executive to manage the Controller's Audit Services Division. This position provides a unique opportunity to head the audit function of the nation's 2nd largest municipal organization. Through strategic leadership of a highly talented group of internal auditors, this position recommends visionary ways to improve the efficiency and effectiveness of City operations while also serving the public.

## The City

The City of Los Angeles is one of the world's centers of business, international trade, entertainment, culture, media, fashion, science, technology, and education. While rich in cultural diversity, Los Angeles provides a wealth of renowned institutions covering a broad range of professional and cultural fields and is one of the most substantial economic engines within the United States.

As the country's second largest city, the "City of Angels" provides attractions ranging from the arts, tourist venues, sporting events, shopping, major universities and the motion picture industry. The importance of the entertainment business to the City has led many celebrities to call Los Angeles and its surrounding suburbs home.

Founded in 1781 and incorporated as a Charter City in 1850, Los Angeles is governed by the Mayor and a 15-member City Council. The Mayor is elected and serves a four-year term, while Council members are elected by districts to alternating four-year terms. Other City-wide elected officials are the Controller and City Attorney.

The complex City organizational structure has 41 departments, bureaus, and offices and another five proprietary departments, two of which are specifically related to retirement plans (civilian and sworn employees) and three operating (enterprise) departments. These three proprietary departments are governed by citizen commissions and are financed solely by revenue generated from their operations (the Departments of Water and Power, Harbor, and Airports). The General Fund Budget for fiscal year 2016/2017 was approximately \$8.7 billion.



## Office of Los Angeles City Controller

The Controller serves as the independent chief auditor and financial watchdog for the City of Los Angeles with the responsibility to ensure the City is operating efficiently and transparently. The Controller's Office also produces payroll for more than 45,000 employees, monitors and reports on matters relating to the City's fiscal health and supervises all expenditures of the City.

## About the Audit Services Division

The Audit Services Division of the Controller's Office conducts scheduled audits, special studies, and audits on request from City Council and management. The audits determine if existing controls are adequate, departments are operating efficiently and effectively, and ensure that revenues and expenditures are properly recorded in conformance with applicable laws and regulations. Auditors recommend improvements that promote efficiency and effectiveness of City operations and save taxpayer dollars. The following are the types of audits conducted by the Audit Services Division:

**Financial and Compliance Audits** - Financial-related audits determine whether (1) financial information is presented in accordance with established or stated criteria, and (2) the internal control structure over financial reporting and/or safeguarding of assets is suitably designed and implemented to achieve control objectives. Also includes routine payroll observations and reviews of departmental bank accounts.

**Performance Audits** - Performance and operational audits of City departments and programs are mandated by the City Charter to assess whether government programs or functions are efficiently and effectively achieving their goals.

**Special Analysis and Reviews** - Includes other reviews and analysis, such as tracking the implementation status of audit recommendations as asserted by Management, Follow-Up audits to independently ensure implementation status, and other special assignments as directed. On an as-needed basis, the Division also performs information systems audits such as general control reviews, application reviews, and post-implementation systems reviews to ensure system functionality and data integrity. In addition, the division performs vendor reviews for selected contracts.

## Director of Audit Services

This executive-level position manages, plans, organizes, and coordinates the work of professional staff engaged in conducting financial, performance, investigatory and systems audits and special studies of considerable scope, complexity and sensitivity. Audits and studies conducted by the Office of the City Controller provide transparency to government operations that improve efficiency and effectiveness through focused accountability. These independent audits are publicly posted and addressed to elected officials and responsible managers, and include practical recommendations that address the root causes of identified weaknesses. This executive position also manages the work of outside contractors tasked with conducting or assisting on audits and studies commissioned by the Controller's Office.

Ideal candidate must demonstrate competency in the following areas:

- ◆ Management and Supervision: Ability to motivate, mentor and guide subordinate staff to maximize the impact and efficiency of their audit work;
- ◆ Communication: Ability to explain complex issues with ease, and communicate well in all mediums, with excellent writing skills;
- ◆ Technical ability and Problem Solving: Analytical thinker who is proficient in various auditing techniques and a problem solver who can approach challenges in creative ways;
- ◆ Organization and Project Management: Superior organization abilities to manage multiple projects and deadlines in a fast-paced, dynamic work environment;
- ◆ Proven track record in conducting audits in accordance with professional standards, especially regarding complex programs and government operations and policy;
- ◆ Independence and Objectivity: Demonstrated experience in adhering to the highest standards of personal and professional independence necessary to ensure objective assessment of City operations.

The following characteristics are required to be successful on the executive team:

- ◆ Have the skills necessary to define a direction, facilitate change, inspire teamwork, and adapt to rapidly changing environments and issues for the division;
- ◆ Passion for the public good and public interest;
- ◆ Ability to articulate audit findings, and explain policy positions to executive and elected officials
- ◆ Meticulous attention to detail from start to finish;
- ◆ Commitment to preserving independence and objectivity in both form and perception;
- ◆ Ability to handle sensitive issues, bridge differences (political and otherwise) and build consensus around these issues. Work with Department to improve public service for the community.
- ◆ Ability to identify organizational efficiencies and develop strategies and/or formulate an audit plan and develop strategies to implement them
- ◆ Flexible demeanor and ability to seek out new ideas, approaches and solutions;
- ◆ Collaborative attitude and responsiveness to feedback
- ◆ A transformative manager.