



BERKELEY CITY AUDITOR

Auditor I

Entry Level Auditor

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Introduction

Want to make a difference in public service in local government? The Auditor I position in the Performance Audit Division of the Berkeley City Auditor's Office conducts audits—or program evaluations—of city operations and makes recommendations for improvement. These audits have led to better services and financial savings for the benefit of the Berkeley community. This brochure supplements the job description.



About the Office

The Berkeley City Auditor's Office is an independent elected office. We conduct performance audits that assess the efficiency, effectiveness, and equity of the City's programs and services. Our audits follow Generally Accepted Government Auditing Standards, otherwise known as the [Yellow Book](#). [Current reports](#) produced by our office are available on our web page. Our recent audits have focused on topics such as [employee retention](#), [government finance](#), and [police overtime](#).

The mission of the Berkeley City Auditor's Office is to promote transparency and accountability in Berkeley government. Integrity, independence, impact, and inclusion are our core values. These values ensure that we conduct our audits with the interest of the Berkeley community in mind and that our audits are fair, balanced, and objective. Our team is collaborative, intellectually curious about

public policy issues, committed to hard work, and appreciates humor.

Job Summary

The entry level Auditor I will join a team of auditors conducting performance audits designed to improve the accountability, performance, equity, and efficiency of city government. Projects may include a broad range of topics in our current [audit plan](#) such as public health, homelessness, the Rent Stabilization Board, as well as many other areas in the future. Applying equity and social justice principles is a daily responsibility and a foundational expectation for all Berkeley City Auditor employees. In this role, you will apply principles that exemplify shared values, behaviors, and practices to all aspects of the work. Someone in this position may lead or assist on an audit project. Work may include: research, preparation of and/or participation in audit interviews, a variety of quantitative and/or qualitative analysis, development of audit documents, report writing, or other activities to further the goals of the project.

Who Should Apply

The position is open to candidates who graduated from a four-year college or university with a bachelor's degree in public policy, public administration, accounting, business, finance, economics, or another field that is related or has a strong analytical component. A master's degree in public policy, public administration, business, finance, or another field is highly desirable. We encourage current master's degree candidates with an expected Spring 2024 graduation to apply.

We are especially interested in applicants who can contribute, through their experience and background, to the diversity and strength of our analytical work. Those with audit experience are welcome and encouraged to apply, but we will teach those specific standards. We are most interested in applicants committed to the goals of the office.

Desired Skills and Abilities

- curiosity and willingness to learn
- ability to work independently and proactively to accomplish tasks
- ability to collaborate in a dynamic, goal-oriented team environment with others
- ability to maintain objectivity and credibility
- ability to apply equity and social justice principles
- ability to analyze complex qualitative and quantitative information, with support, using statistical, financial, program evaluation, and policy analysis methodologies
- ability to clearly communicate information orally and in writing to diverse stakeholders
- basic understanding of government operations and public policy
- ability to manage workload by prioritizing and completing tasks quickly
- ability to ask for and integrate support from the team
- proficiency in commonly used productivity software (i.e., MS Office)

Helpful Experience

- complying with standards
- data collection
- interviewing
- performance auditing
- policy analysis
- program evaluation
- project planning
- quality control
- report writing
- stakeholder analysis

Schedule

Work hours are negotiable based on your needs and the needs of the office. The workweek is normally Monday through Friday with occasional meetings and events a few times a year at night and weekends. The office participates in a hybrid work environment with set in-office days.

Salary

\$3,137.88 - \$3,703.73 Biweekly

How to Apply

Applicants may apply via the City of Berkeley's website at <https://berkeleyca.gov/your-government/jobs>. For questions, please email auditor@berkeleyca.gov. You can also call the City Auditor's Office at (510) 981-6750.

2180 Milvia Street, 3rd Floor, Berkeley, CA 94704

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