

JOB ANNOUNCEMENT

Position: Auditor I*

Description

The Los Angeles City Ethics Commission is responsible for administering and enforcing City laws relating to governmental ethics, campaign financing, and lobbying. The Ethics Commission seeks an impartial and knowledgeable professional to serve as an auditor. Key duties include performing mandatory campaign finance audits relating to City candidates and officeholders, Los Angeles Unified School District Board of Education (LAUSD) candidates, and their controlled committees. Other duties include auditing non-candidate committees that are active in City and LAUSD elections, auditing candidate claims for public matching funds, auditing for compliance with the lobbying laws, and synthesizing data for policy analysis. The position works closely with other division and agency staff and interacts regularly with candidates and campaign treasurers.

Qualifications

The position demands a highly organized, analytical, and self-motivated individual, who demonstrates the following qualifications:

- Knowledge of standard accounting principles.
- Ability to understand and apply the laws within the Ethics Commission's jurisdiction.
- Ability to understand, interpret, and effectively communicate statistical data.
- Ability to use a variety of software programs and electronic technology.
- Ability to pay focused attention to detail and identify discrepancies and patterns.
- Exceptional written and verbal communication skills.
- Exceptional interpersonal skills.
- Exceptional judgment and analytical skills.
- Flexibility and an ability to successfully juggle competing priorities.
- Ability to work well under pressure and in a politically sensitive environment.
- Ability to work well both independently and as a member of a diverse team.

The successful candidate must forego personal involvement in any political or partisan activity.

Training and Experience

A degree from an accredited college or university with an emphasis in accounting, finance, business, political science, law, or public policy is required. Significant relevant experience may be substituted for the educational requirement.

Compensation

The salary range is \$70,052 – \$102,395. New hires typically start at the beginning of the range, but an initial salary above the first step may be considered for candidates with significant relevant experience. The City also offers a highly competitive benefits package, including health and disability insurance, vacation and sick leave, flexible work schedules, an independent retirement system, and a deferred compensation plan.

Application Process

Email the following to ethics.careers@lacity.org: cover letter; résumé; a writing sample that is no more than five pages long. Applications must be submitted by August 16, 2024, but the application window may close at any time. For additional information, contact Deputy Executive Director Heather Holt at (213) 978-1960.

**This position is an exempt, at-will position. The incumbent will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed by the hiring authority without any finding of cause.*