



C A R E E R O P P O R T U N I T Y

INTERNAL AUDIT MANAGER

CITY OF PASADENA, CALIFORNIA

ANNUAL SALARY: \$151,780–\$189,725 DOE/DOQ

THE CITY OF PASADENA, CALIFORNIA IS SEEKING AN EXPERIENCED INTERNAL AUDIT MANAGER to lead critical performance audits that drive operational improvements and foster transparency, accountability, and efficiency. Reporting to the Deputy City Manager, this confident and collaborative leader will oversee one Senior Auditor and lead the City's audit program, which includes creating and executing the audit plan, managing the City's fraud and ethics hotline, and providing data-driven recommendations to enhance compliance and service delivery. The ideal candidate has expertise in public-sector performance auditing, strong familiarity with professional auditing standards, and a track record of ensuring compliance with local, state, and federal regulations. A skilled communicator with strong political acumen, they will navigate their role with tact, build trust with internal stakeholders and confidently present audit findings to the City's Audit Committee. The Internal Audit Manager will work across the organization to foster a culture of transparency, strong internal controls, risk management, continuous improvement and promote excellence in operations for the residents of Pasadena. ***Champion accountability, drive performance, and lead with integrity; apply today!***





THE COMMUNITY

PASADENA, IS LOCATED IN THE WEST FOOTHILLS OF THE SAN GABRIEL MOUNTAINS, just 15 miles north of downtown Los Angeles. This culturally and economically diverse city is home to approximately 132,000 residents across 23 miles and welcomes visitors to its many exciting venues and events, such as the Rose Bowl Stadium, Pasadena's City Hall, and the Convention Center, as well as vibrant shopping, dining and entertainment in Old Pasadena and throughout the city. Its economy thrives on the educational and entrepreneurial features of the city, including the **California Institute of Technology (Caltech)**, **Art Center College of Design**, and **Pasadena City College**. Historical homes and landmarks line the streets of Pasadena, giving the community a sense of heritage, while looking towards the future. Traveling from Pasadena to neighboring communities is convenient with the **Metro A Line** that includes six stations in Pasadena en route to the San Gabriel Valley. From its historic architecture to its stunning landscapes and signature California sunshine, Pasadena is truly the ideal place to live, work, and play!





THE CITY GOVERNMENT

THE CITY OF PASADENA IS A **FULL-SERVICE MUNICIPALITY** governed by a City Charter and City Council/Manager form of government and has approximately 2,300 full-time staff and an approximate FY 2025 budget of \$1.1 billion. The City is committed to the values of responsiveness; honesty and integrity; accountability; excellence; open, clear, and frequent communication; innovation; and diversity, equity, inclusiveness, and belonging. It works to provide affordable housing, serve as a model for environmental sustainability, and improve the quality of life for everyone.

[LEARN MORE ABOUT THE CITY](#)



INTERNAL AUDIT

INTERNAL AUDIT PLAYS A **VITAL ROLE** in promoting good governance by assessing the City's internal controls, operational efficiency, and overall effectiveness. Its responsibilities include auditing the performance and financial integrity of City departments, evaluating internal controls over programs and processes, and advancing government efficiency through specialized projects and initiatives. Additionally, Internal Audit oversees the City's Fraud Hotline, which receives and tracks complaints related to fraud, waste, and abuse within the City of Pasadena. Internal Audit is led by the Internal Audit Manager, who reports to the Deputy City Manager. Internal Audit has full discretion and independence in the development and execution of its audit plan and maintains an open line of communication directly to the City Manager and City Council.

[LEARN MORE ABOUT INTERNAL AUDIT](#)

[READ THE INTERNAL AUDIT FRAMEWORK](#)



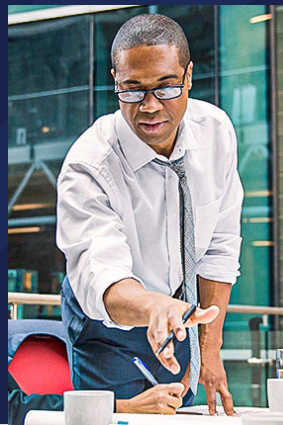
THE JOB

THE INTERNAL AUDIT MANAGER takes a proactive approach to evaluating the efficiency, effectiveness, and accountability of City operations. In collaboration with department heads, executive leadership and City Council, they will identify opportunities to improve systems and programs, and will create and execute the City's audit plan. This Manager oversees and mentors one Senior Auditor, and manages the work of consultants engaged on an as-needed basis. This dedicated team works in tandem to identify risks, enhance service delivery, and ensure compliance with local, state, and federal regulations throughout the organization. They will also manage the City's fraud and ethics hotline, benchmark best practices, and provide reports and data-driven recommendations to improve government performance. Presenting findings to the City's Audit Committee, comprised of four Councilmembers, will be a key responsibility of the Internal Audit Manager. Above all, the Internal Audit Manager will act as a critical partner to City departments, supporting strategic decision-making and fostering a culture of continuous improvement and accountability.



THE IDEAL CANDIDATE

THE IDEAL CANDIDATE IS A seasoned audit professional with a strong background in public-sector performance auditing, as well as an in-depth understanding of Generally Accepted Government Auditing Standards (GAGAS, also known as “the Yellow Book”) and/or International Standards for the Professional Practice of Internal Auditing (“the Red Book”). This Manager will be a dynamic communicator who can confidently present audit findings, data and recommendations to a variety of audiences, with the emotional intelligence to build credibility with internal and external stakeholders, including the City Council, City departments, and the public. Strong political acumen will be critical for success in this role, as the Internal Audit Manager will navigate complex and sometimes difficult situations with tact and professionalism. The ideal candidate will be able to foster and promote collaboration while maintaining independence and unimpeachable ethical standards, and will lead with integrity at all times.



The ideal candidate will also have the following core competencies:

Industry Knowledge: Possesses a deep understanding of auditing principles, government regulations, and best practices in public sector financial management, staying informed on evolving standards.

Strategic Thinking: Work in collaboration with internal departments and staff to implement long-term audit plans that are aligned with organizational goals; act as an internal consultant and business partner to department leaders to promote excellence across the organization.

Presentation Skills: Confidently communicate audit findings, recommendations, and complex financial data to diverse audiences, including executive leadership, elected officials, and department heads; effectively tailors messaging to ensure clarity and impact, translating technical audit results into actionable insights.

High Standards: Lead by example, fostering a culture of ethical decision-making, continuous improvement, and operational excellence.

MINIMUM QUALIFICATIONS

Any combination of education and experience that provides the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Bachelor's degree in Accounting, Public or Business Administration or a related field.

Experience: Five (5) years increasingly responsible professional level administrative and analytical experience in conducting performance, compliance or program audits in accordance with professional auditing standards.

License: Must possess a valid California Class C driver's license and comply with the City's Motor Vehicle Safety Policy during the course of employment.

HIGHLY DESIRED

Experience: Background in government auditing.

Certifications: Certified Internal Auditor (CIA), Certified Governmental Auditing Professional (CGAP), Certified Fraud Examiner (CFE), or Certified Public Accountant (CPA) highly desired.

UPCOMING INITIATIVES

Internal Audit's planned projects for FY 2025–2026 **can be viewed here.**



WORKERS' COMPENSATION. Evaluate internal controls of the Workers' Compensation program.

IT SECURITY. Review access management policies and practices, as well as current user access, of key City applications.

PAYROLL. Review the internal controls and processes for the payroll system.



SALARY & BENEFITS

The salary range for this position is **\$151,780–\$189,725 DOE/DOQ**, plus a competitive benefits package that includes:

Retirement: 2.5% @ 55 CalPERS formula for Classic members (employee pays 9%); 2% @ 62 CalPERS formula for new members (employee pays half the normal cost, currently 7.75%).

Health Insurance: The City provides an allowance to assist with medical premiums. In 2025, the allowance for Employee + 2 or more dependents is \$2154.05 per month (Employee only = \$828.48; Employee + 1 = \$1656.96), and contributions are adjusted annually.

Dental Insurance: The City contributes 100% of an employee-only PPO premium. For employees who cover a dependent, Pasadena contributes an additional \$80 per month toward a dental premium.

Vision Insurance: The City offers vision care plans for employees. Enrollment is optional and premium is paid by employee.

Vacation Leave: Accrual rate of 80 to 160 hours per year based on years of service.

Life Insurance: Pasadena provides life insurance and accidental death and dismemberment coverage in the amount of \$150,000.

State Disability Insurance/Paid Family Leave: Employees participate and pay into the state's disability insurance/paid family leave program.

Group Short Term Disability Insurance: Employees are provided with a group short-term disability insurance.

Group Long-Term Disability Insurance: Employees are provided with a group long-term disability insurance. Employees are also able to buy additional to cover 60% or 66.67% of monthly wages up to benefit plan maximums.

457(b) Deferred Compensation: Employees can participate in the City's deferred compensation program to supplement retirement savings.

Tuition Reimbursement: Up to \$5,000 per fiscal year.

Management Time Off: 40 hours per year (City Manager may grant up to 40 additional MTO hours).

Sick Leave: Up to 80 hours of sick leave accrued per year.

Holidays: Eleven (11) paid holidays.

Vehicle Allowance: \$400 per month with City Manager approval.

Cell Phone Stipend: \$80 per month.

Schedule: The City administration operates on a "9/80" schedule, closing on alternate Fridays!

Hybrid Work Schedule: Negotiable up to two days per week remote.

HOW to APPLY

For first consideration, apply by **APRIL 4** at:

W B C P J O B B O A R D



SAVE THE DATES. Round one virtual interviews will take place on **APRIL 22**. Round two in-person interviews will take place on **MAY 8**. Selected candidates must be available for both dates.

QUESTIONS? Please contact your recruiter, Lauren Gerson-Greene, with any questions:

lauren@wbcpsc.com

866.929.WBCP (9227) toll-free

541.664.0376 direct



PASADENA