
Sec. 2-69. Duties.

It shall be the duty of the internal auditor/compliance officer to:

- (a) Plan and conduct internal reviews and audits within the consolidated government, to ensure compliance with applicable federal, state, and local laws and regulations, and generally accepted accounting principles and auditing standards;
- (b) Review, monitor and make recommendations concerning accounting procedures and review internal control procedures to ensure adherence to good management practices and protection of government interests;
- (c) Review records pertaining to monetary, physical and manpower assets to ensure accountability and efficient utilization;
- (d) Analyze work processes, administrative procedures, work flow, layout and utilization of physical facilities, equipment, and manpower to determine productivity levels, and compliance with established standard operating procedures;
- (e) Recommend and develop performance standards; and
- (f) Conduct costs/benefit analyses and recommend procedures to detect waste, fraud, abuse, inefficiency and to insure compliance with ethical standards.
- (g) Prepare an annual schedule of internal audits to be performed, subject to approval of Columbus Council prior to the beginning of each fiscal year.
- (h) Direct, plan, conduct and prepare written reports of audit findings to the Columbus Council.
- (i) Advise Columbus Council as deemed appropriate on financial impact of policy changes and implementation of policies.
- (j) Direct and participate in special investigations, projects or programs as directed by Columbus Council.
- (k) Investigate complaints from whistleblowers under OCGA Section 45-1-4.
- (k!) Perform such other duties as may be required by resolution of the Columbus Council.