

AGENDA

Committee on Personnel May 22, 2025 at 4:00 PM



Lansing City Hall, City Council Conference Room
124 W. Michigan Avenue, 10th Floor

To provide input or ask questions on any item that is listed on the agenda, members of the public may contact the City Council at city.council@lansingmi.gov or (517) 483-4177 prior to the meeting. To view the meeting live and participate in virtual public comment: <https://www.lansingmi.gov/1212/Council-Committee-Meetings>

Council Member Carter, Chairperson
Council Member Kost, Vice Chairperson
Council Member Jackson, Member
Council Member Pehlivanoglu, Member

1. **Call to Order**
2. **Roll Call**
3. **Public Comment on Agenda Items (Up to 3 Minutes)**
4. **Discussion/Action:**
 - A. DISCUSSION - Filling Vacancy of Council Appointed Internal Auditor
5. **Other**
6. **Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Council Office at 517-483-4177 (TTY 711) 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.

City of Lansing
NON-BARGAINING UNIT JOB DESCRIPTION

Department: City Council

PCN: LEGISAUD

Position Title & Level: Internal Auditor 42

GENERAL SUMMARY OF DUTIES: Responsible for providing independent, objective assurance and consulting services designed to add value to and improve City of Lansing operations and ensure integrity of City finances. Furthers City of Lansing goals and priorities by bringing a systematic, disciplined and thorough approach to evaluate and improve the effectiveness of risk management, control, governance and operational processes. Reports to the Lansing City Council.

SPECIAL REQUIREMENTS & TRAINING: Failure to obtain or maintain job required qualifications will result in appropriate action consistent with provision of the appropriate Personnel Rules. Failure to obtain the necessary certification may result in lay-off or discharge at the sole discretion of City Council.

- Must complete and pass a background check before placement in position.
- Required to sign a confidentiality agreement upon hire.
- Position appointed by City Council and serves at will.

EDUCATION & EXPERIENCE REQUIREMENTS: The City of Lansing reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

- Master's degree or equivalent in Business Administration, Accounting or related field
- Six (6) years of professional experience in auditing, accounting or consulting or an equivalent combination of education, training and experience which may include consulting in the field.
- Certification as CPA, CIA, CFE and/or CISA preferred.
- If not already CPA, CIA, CFE and/or CISA, certification must be obtained within one year of employment as a condition of continued employment.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of governmental auditing and accounting principles. Knowledge of internal controls and financial management practices. Skill in performing a wide range of professional auditing functions including auditing of general ledgers and accounts, analyzing and interpreting financial records and communicating financial information; and skill in preparing a wide range of special and annual studies and reports. Knowledge of and skill in coordinating work for financial, operational and performance-based audits.

Ability to develop and coordinate annual internal auditing processes and timelines. Ability to evaluate internal control systems and make recommendations for improvement. Skill in utilizing computers and computer software, with advanced knowledge of Microsoft Excel, Microsoft Word, Microsoft Access, PowerPoint, and financial databases.

Ability to maintain effective working relationships and work in a team-based environment; organize, plan and prioritize projects; identify problems; propose and implement solutions; conduct group presentations; facilitate group meetings and lead successful change initiatives. Effective in oral and written communication. Ability to maintain and handle confidential information.

PHYSICAL CAPACITY REQUIREMENTS: Frequently required to sit, talk, hear and listen. Good vision require to read and interpret documents. Ability to effectively communicate orally and in writing with the

Lansing City Council; City of Lansing directors, managers and employees; and outside agencies. Ability to enter and retrieve data from computerized, typed, and written sources. Some travel required. Some night meetings required.

ENVIRONMENTAL CONDITIONS: Office environment with some trips to city facilities. Required to follow safety protocols applicable while visiting city facilities including use of any needed protective equipment

ESSENTIAL JOB FUNCTIONS: Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation in the application and/or selection process, please contact the Department of Human Resources

The essential position functions listed below do not include all functions which may be found in this position as duties and responsibilities may be added, deleted or modified at any time.

- Oversee internal auditing activities for the City of Lansing, including the activities necessary to conduct an annual audit of the city's financial and operational systems, and special audits and fiscal investigations as needed. Research, develop, and implement changes to the City's internal audit system procedures and policies in conjunction with the Lansing City Council.
- Prepare reports, presentations and recommendations to determine optimal courses of action concerning the City's financial resources and operational, governance, and policy practices. Review records pertaining to material assets, such as equipment, buildings and staff, to determine the degree to which they are utilized. Inspect City accounting systems to determine their efficiency and protective value. Identify risks and offer recommendations to mitigate. Analyze data obtained from city department and agency records for evidence of deficiencies in controls, duplication of effort, fraud, or lack of compliance with law, government regulations, and management policies and procedures. Recognize and address appropriately significant legislative or regulatory issues impacting the City of Lansing. Provide input into performance measures to determine the overall accomplishment of city goals and priorities.
- Other Annual Reporting and Budgeting: Issue analysis of the financial position of the City as soon as possible after the close of each fiscal year. Prepare City Council budget based on guidelines established by the City Council President.
- Continue professional development. Maintain a professional level of requisite knowledge in areas of responsibility. Keep abreast of new developments and technology used in the field of internal auditing. Participate in required trainings.
- And other duties as assigned.

Rev 7/7/2020

INTERNAL AUDITOR JOB POSTING

Lansing City Council is seeking a knowledgeable Internal Auditor to oversee internal auditing activities for the City of Lansing. This is a key position that will provide independent, objective assurance and consulting services designed to add value to and improve City of Lansing operations while ensuring integrity of City finances. In this role the perfect candidate will have experience and skills in performing a wide range of special and annual studies and reports; including skill in coordinating work for financial, operational and performance-based audits. If you are a self-starting individual with a high level of expertise then we encourage you to apply today.

Responsibilities include but are not limited to:

- Oversee internal auditing activities for the City of Lansing, including the activities necessary to conduct an annual audit of the city's financial and operational systems, and special audits and fiscal investigations as needed. Research, develop, and implement changes to the City's internal audit system procedures and policies in conjunction with the Lansing City Council.
- Prepare reports, presentations and recommendations to determine optimal courses of action concerning the City's financial resources and operational, governance, and policy practices. Review records pertaining to material assets, such as equipment, buildings and staff, to determine the degree to which they are utilized. Inspect City accounting systems to determine their efficiency and protective value. Identify risks and offer recommendations to mitigate. Analyze data obtained from city department and agency records for evidence of deficiencies in controls, duplication of effort, fraud, or lack of compliance with law, government regulations, and management policies and procedures. Recognize and address appropriately significant legislative or regulatory issues impacting the City of Lansing. Provide input into performance measures to determine the overall accomplishment of city goals and priorities.
- Annual Reporting and Budgeting Issue analysis of the financial position of the City as soon as possible after the close of each fiscal year. Prepare City Council budget based on guidelines established by the City Council President.
- Continue professional development, maintain a professional level of requisite knowledge in areas of responsibility, keep abreast of new developments and technology used in the field of internal auditing.
- Participate in required training's other duties as assigned.

Ideal candidates will possess:

- Bachelor's degree or equivalent in Accounting, Business Administration or related field
- At least three (3) years or more of professional experience in auditing, accounting or consulting or an equivalent combination of education, training and experience which may include consulting in the field
- Certification as CPA, CIA, CFE and/or CISA preferred. **If not already CPA, CIA, CFE and/or CISA, certification must be obtained within one year of employment as a condition of continued employment.****

Special Requirements:

- Must complete and pass a background check before placement in position.
- Required to sign a confidentiality agreement upon hire.
- Position appointed by City Council and serves at will.

The City of Lansing is an Equal Opportunity Employer and a Certified Veteran Friendly Employer.

The City of Lansing provides reasonable accommodation to applicants and employees with disabilities where appropriate. If you need reasonable accommodation for any part of the application and hiring process, or during employment, notify the Department of Human Resources at (517) 483-4004. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

DRAFT

City of Lansing DEPARTMENT OF HUMAN RESOURCES NON-BARGAINING UNIT JOB POSTING

Department: City Council

Job Title: Internal Auditor 42

GENERAL SUMMARY OF DUTIES: Responsible for providing independent, objective assurance and consulting services designed to add value to and improve City of Lansing operations and ensure integrity of City finances. Furthers City of Lansing goals and priorities by bringing a systematic, disciplined and thorough approach to evaluate and improve the effectiveness of risk management, control, governance and operational processes. Reports to the Lansing City Council.

EDUCATION & EXPERIENCE REQUIREMENTS*: Master's degree or equivalent in Business Administration, Accounting or related field and six (6) years of professional experience in auditing, accounting ~~or consulting~~, or an equivalent combination of education, training and experience **which may include consulting in the field**. Certification as CPA, CIA or CFE preferred. If not already CPA, CIA or CFE, certification must be obtained within one year of employment as a condition of continued employment.**

REQUIRED KNOWLEDGE, SKILLS & ABILITIES: Knowledge of governmental auditing and accounting principles. Knowledge of internal controls and financial management practices. Skill in performing a wide range of professional auditing functions including auditing of general ledgers and accounts, analyzing and interpreting financial records and communicating financial information; and skill in preparing a wide range of special and annual studies and reports. Knowledge of and skill in coordinating work for financial, operational and performance-based audits. Ability to develop and coordinate annual internal auditing processes and timelines. Ability to evaluate internal control systems and make recommendations for improvement. Skill in utilizing computers and computer software, with advanced knowledge of Microsoft Excel, Microsoft Word, Microsoft Access, PowerPoint, and financial databases. Ability to maintain effective working relationships and work in a team-based environment; organize, plan and prioritize projects; identify problems; propose and implement solutions; **conduct group presentations; facilitate group meetings and lead successful change initiatives. Effective in oral and written communication skills.**

ESSENTIAL JOB FUNCTIONS: (Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions.)

- Oversee internal auditing activities for the City of Lansing, including the activities necessary to conduct an annual audit of the city's financial and operational systems, and special audits and fiscal investigations as needed. Research, develop, and implement changes to the City's internal audit system procedures and policies in conjunction with the Lansing City Council.
- Prepare reports, presentations and recommendations to determine optimal courses of action concerning the City's financial resources and operational, governance, and policy practices. Review records pertaining to material assets, such as equipment, buildings and staff, to determine the degree to which they are utilized. Inspect City accounting systems to determine their efficiency and protective value. Identify risks and offer recommendations to mitigate. Analyze data obtained from city department and agency records for evidence of deficiencies in controls, duplication of effort, fraud, or lack of compliance with law, government regulations, and management policies and procedures. Recognize and address appropriately significant legislative or regulatory issues impacting the City of Lansing. Provide input into performance measures to determine the overall accomplishment of city goals and priorities.
- Other Annual Reporting and Budgeting: Issue analysis of the financial position of the City as soon as possible after the close of each fiscal year. Prepare City Council budget based on guidelines established by the City Council President.

DRAFT

- Continue professional development. Maintain a professional level of requisite knowledge in areas of responsibility. Keep abreast of new developments and technology used in the field of internal auditing. Participate in required trainings.
- And other duties as assigned.

PHYSICAL CAPACITY REQUIREMENTS: Frequently required to sit, talk, hear and listen. Good vision require to read and interpret documents. Ability to effectively communicate orally and in writing with the Lansing City Council; City of Lansing directors, managers and employees; and outside agencies. Ability to enter and retrieve data from computerized, typed, and written sources. Some travel required. Some night meetings required.

ENVIRONMENTAL CONDITIONS: Office environment with some trips to city facilities. Required to follow safety protocols applicable while visiting city facilities including use of any needed protective equipment.

* The City of Lansing reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

** Failure to obtain the necessary certification may result in lay-off or discharge at the sole discretion of City Council.

Chapter 4 - INTERNAL AND EXTERNAL AUDITS

3-401 Internal Auditor

.1 The City Council shall appoint a qualified person as the Internal Auditor.

.2 The Internal Auditor shall be responsible to the City Council and may be removed by a majority of the City Council members serving.

3-402 Powers And Duties

.1 The Internal Auditor shall devote full time to the services of the City and shall assist the City Council in evaluating the planning and budgeting affairs of the City in order to develop and maintain unified City policies.

.2 The Internal Auditor shall make audits of financial transactions of all City agencies at least once every year or as otherwise directed by the City Council. The Internal Auditor shall have access to the financial and other records of all City agencies at any time.

.3 The Internal Auditor shall make a full report to the City Council of each individual audit and file a copy with the Mayor and City Clerk. The report shall include any or all of the following as directed by Council: (a) An examination of financial transactions, accounts, contracts and reports, including an evaluation of compliance with applicable laws and regulations; (b) a review of efficiency and economy in the use of resources with recommendations for improvement; (c) a report as to whether desired results are effectively achieved in City programs, services and activities.

.4 As soon as possible after the close of each fiscal year, the Internal Auditor shall provide an analysis of the financial position of the City. The report shall be a public record.

.5 The Internal Auditor shall review the administration and performance of any City agency and report findings and recommendations to the City Council and file a copy with the Mayor and the Clerk.

.6 Whenever appropriate the Internal Auditor shall promptly make a report to the City Council on City agencies or any irregularities of practice and erroneous accounting methods with recommendations for improving the accounting procedures and systems of the agency. A copy of each report on irregularities and erroneous accounting methods shall be referred to the Mayor.

.7 The Internal Auditor shall evaluate the Capital Improvement Plan.

.8 The Internal Auditor shall have no authority to audit the activities of the Board of Water and Light except as requested in writing by the Board.

.9 The Internal Auditor may be authorized by City Council to hire adequate staff to perform the internal auditing functions. The staff shall serve at the pleasure of the Internal Auditor.

3-403 Limitations Except as otherwise provided in this Charter, the Internal Auditor shall not have any connection with any City agency, nor be custodian of any cash or securities belonging to the City.

3-404 External Audit

.1 An independent audit shall be made of all accounts of the City government, including the Board of Water and Light, at the close of each fiscal year, and shall be completed by October 15th. Special independent audits may be made at any time that the Council may designate. All such audits shall be made by a Certified Public Accountant designated by the Council. The results of each such audit shall be made public in the manner that the Council determines and copies thereof shall be placed in the office of the Clerk for public inspection.

.2 The External Auditor shall report on the activities and accounts of the Internal Auditor.



City of Lansing
Municipal Internal Auditor

SALARY	\$40.25 - \$60.10 Hourly \$3,220.39 - \$4,807.69 Biweekly \$83,730.21 - \$125,000.00 Annually	LOCATION	Lansing, MI
JOB TYPE	Full-Time	JOB NUMBER	00325
DEPARTMENT	COUNCIL	OPENING DATE	05/07/2024
CLOSING DATE	6/7/2024 11:59 PM Eastern		

Job Advertisement

JOB ADVERTISEMENT:

The City of Lansing, MI (Pop. 117,741-2023 Forecasted Census) is seeking a seasoned municipal finance professional as their Internal Auditor as required by the City Charter, to work under the direction of City Council (8 standing members).

This full time on-site position is ideal for a professional who is familiar with local municipal government and committed to making a difference. The Municipal Internal Auditor will play a key role in the continuing revitalization of the city and will have ample opportunities to demonstrate leadership and innovation in concert with elected City Council Members who represent their constituents. The position will assist the Council members in evaluating the planning and budgeting affairs of the City in order to develop and maintain unified City policies.

The City's Internal Auditor will provide independent objectives consulting services designed to add value to and improve the City of Lansing operations, while ensuring the integrity of City finances. In this role the ideal candidate will have experience and skills in performing a wide range of special, annual audits, studies and reports, including coordinating work for financial, operational, and performance -based audits.

The City of Lansing is located in the heart of Ingham County and has portions in Clinton County and Eaton County. It borders East Lansing and Michigan State University, along with Holt and DeWitt. Its location offers Lansing residents access to a broad range of amenities, including highly rated colleges and universities, healthcare facilities, professional sports venues, cultural arts and enrichment opportunities, places of worship, and a robust and varied array of restaurant/dining options.

SPECIAL REQUIREMENTS & TRAINING: Failure to obtain or maintain job required qualifications will result in appropriate action consistent with provision of the appropriate Personnel Rules. Failure to obtain the necessary certification may result in lay-off or discharge at the sole discretion of City Council.

- Must complete and pass a background check before placement in position.
- Required to sign a confidentiality agreement upon hire.
- Position appointed by City Council and serves at will.

EDUCATION & EXPERIENCE REQUIREMENTS: The City of Lansing reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

- Bachelor's degree or equivalent in Accounting, Business Administration, Public Administration, or related field
- At least five (5) years or more of professional experience in auditing, accounting or consulting or an equivalent combination of education, training and experience which may include consulting in the field.
- Certification as CPA, CIA, CFE and/or CISA preferred.
- If not already CPA, CIA, CFE and/or CISA, certification must be obtained within one year of employment as a condition of continued employment.

PHYSICAL CAPACITY REQUIREMENTS: Frequently required to sit, talk, hear and listen. Good vision require to read and interpret documents. Ability to effectively communicate orally and in writing with the Lansing City Council; City of Lansing directors, managers and employees; and outside agencies. Ability to enter and retrieve data from computerized, typed, and written sources. Some travel required. Some night meetings required.

ENVIRONMENTAL CONDITIONS: Office environment with some trips to city facilities. Required to follow safety protocols applicable while visiting city facilities including use of any needed protective equipment

ESSENTIAL JOB FUNCTIONS: Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation in the application and/or selection process, please contact the Department of Human Resources. The essential position functions listed below do not include all functions which may be found in this position as duties and responsibilities may be added, deleted or modified at any time.

- Perform internal auditing activities for the City of Lansing, including the activities necessary to conduct an annual audit of the city's financial and operational systems, and special audits and fiscal investigations as needed. Research, develop, and implement changes to the City's internal audit system procedures and policies in conjunction with the Lansing City Council.
- Continue professional development. Maintain a professional level of requisite knowledge in areas of responsibility. Keep abreast of new developments and technology used in the field of internal auditing. Participate in required trainings.

Application Special Instructions

FULL JOB DESCRIPTION AVAILABLE UPON REQUEST

Attach resume, cover letter, and verification of education/degree (transcripts) and/or relevant certifications with application.

The City of Lansing is an Equal Opportunity Employer and a Certified Veteran Friendly Employer.

The City of Lansing provides reasonable accommodation to applicants and employees with disabilities where appropriate. If you need reasonable accommodation for any part of the application and hiring process, or during employment, notify the Department of Human Resources at (517) 483-4004. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Agency

City of Lansing

Address

124 W Michigan Avenue

Lansing, Michigan, 48933

Phone

517-483-4010

Website<http://www.lansingmi.gov>**Municipal Internal Auditor Supplemental Questionnaire*****QUESTION 1****What is your highest level of education?**

- No Degree
- High School Diploma or GED
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctoral Degree

QUESTION 2*Identify your major or area of concentration*****QUESTION 3****What is your skill level using MS Word?**

- No experience
- Beginner
- Intermediate
- Advanced

QUESTION 4*What is your skill level using MS Excel?**

- No experience
- Beginner
- Intermediate
- Advanced

QUESTION 5*Do you have certification in any of the following? Check all that apply**

- Certified Public Accountant
- Certified Internal Auditor
- Certified Fraud Examiner
- Certified Information System Auditor
- None
- Able to obtain within one year of employment

***QUESTION 6**

Identify the area(s) that you have professional work experience:

- Accounting
- Auditing
- Accounting consulting
- Auditing consulting
- Municipal Finance
- None

***QUESTION 7**

Identify your number of years work experience in this area

- No experience
- 1 year but less than 2 years
- 2 years but less than 3 years
- 3 years but less than 4 years
- 4 years but less than 5 years
- More than five years

***QUESTION 8**

Do you have experience with participating in public televised meetings?

- Yes
- No

* Required Question

Historical Information on Internal Auditor Posting

2023

Posted for 30 days:

- City of Lansing
- MML
- Capital Area Michigan Works
- Indeed
- Handshake <https://joinhandshake.com/>

Posted for \$83,730.21 - \$125,000 Annually.

We reached out to MML and Maner Costerisan as the external auditor asking for the best wage and qualifications to ask for. The posting and salary was based on those responses.

2023 Job Advertisement to reconsider:

Lansing City Council is seeking an Internal Auditor to oversee the auditing activities of the City of Lansing. This position will provide independent objectives consulting services designed to add value to and improve the City of Lansing operations, while ensuring the integrity of City finances. In this role the ideal candidate will have experience and skills in performing a wide range of special, annual studies and reports, including coordinating work for financial, operational, and performance-based audits. Individuals with high level expertise and experience, are encouraged to apply today.

Potential NEW LANGUAGE

The City of Lansing, MI (Pop. 117,741-2023 Forecasted Census) is seeking a seasoned municipal finance professional as their Internal Auditor as required by the City Charter, to work under the direction of City Council (8 standing members).

This position is ideal for a professional who is familiar with local municipal government and committed to making a difference. The Internal Auditor will play a key role in the continuing revitalization of the city and will have ample opportunities to demonstrate leadership and innovation in concert with elected City Council Members who represent their constituents.

The City of Lansing is located in the heart of Ingham County and has portions in Clinton County and Eaton County. It borders East Lansing and Michigan State University, along with Holt and DeWitt.

Its location offers Lansing residents access to a broad range of amenities, including highly rated colleges and universities, healthcare facilities, professional sports venues, cultural arts and enrichment opportunities, places of worship, and a robust and varied array of restaurant/dining options.

4/12/2024

The City's Internal Auditor will provide independent objectives consulting services designed to add value to and improve the City of Lansing operations, while ensuring the integrity of City finances. In this role the ideal candidate will have experience and skills in performing a wide range of special, annual studies and reports, including coordinating work for financial, operational, and performance -based audits.

2023 Education & Experience Requirements to reconsider:

- Bachelor's degree or equivalent in Accounting, Business Administration, public administration or related field.
- At least three five (5) (3) years or more of professional experience in auditing, accounting or consulting or an equivalent combination of education, training and experience which may include consulting in the field.
- Certification as CPA ,CIA CFE and/or CISA preferred.
- If not already a CPA, CIA , CFE and/or CISA, certification must be obtained within one year of employment as a condition of continued employment.

2023 Essential Job Functions to reconsider:

- Oversee internal auditing activities for the City of Lansing, including the activities necessary to conduct an annual audit of the City's financial and operational systems, and special audits and fiscal investigations as needed. Research, develop and implement changes to the City's internal audit system procedures and policies in conjunction with the Lansing City Council.
- Prepare reports, presentations and recommendations to determine optimal courses of action concerning the City's financial resources and operational, governance and policy practices. Review records pertaining to material assets, such as equipment, buildings and staff, to determine the degree to which they are utilized. Inspect City accounting systems to determine their efficiency and protective value. Identify risks and offer recommendations to mitigate. Analyze data obtained from city department and agency records for evidence of deficiencies in controls, duplication of effort, fraud or lack of compliance with law, government regulations, and management policies and procedures. Recognize and address appropriately significant legislature or regulatory issues impacting the City of Lansing. Provide input into performance measures to determine the overall accomplishment of city goals and priorities.
- Other Annual Reporting and Budgeting; Issue analysis of the financial position of the City as soon as possible after the close of each fiscal year. Prepare City Council budget based on guidelines established by City Council President.

Duties listed in Charter to consider for posting as well:

Chapter 4; 3-402

The Internal Auditor shall devote full time to the services of the City and shall assist the City Council in evaluating the planning and budgeting affairs of the City in order to develop and maintain unified City policies.

The Internal Auditor shall make audits of financial transactions of all City agencies at least once every year or as otherwise directed by the City Council. The Internal Auditor shall have access to the financial and other records of all City agencies at any time.

The **Internal Auditor** shall make a full report to the City Council of each individual audit and file a copy with the Mayor and City Clerk. The report shall include any or all of the following as directed by Council:

An examination of financial transactions, accounts, contracts and reports, including an evaluation of compliance with applicable laws and regulations;

A review of efficiency and economy in the use of resources with recommendations for improvement;

A report as to whether desired results are effectively achieved in City programs, services and activities.

As soon as possible after the close of each fiscal year, the **Internal Auditor** shall provide an analysis of the financial position of the City. The report shall be a public record.

The **Internal Auditor** shall review the administration and performance of any City agency and report findings and recommendations to the City Council and file a copy with the Mayor and the Clerk.

Whenever appropriate the **Internal Auditor** shall promptly make a report to the City Council on City agencies or any irregularities of practice and erroneous accounting methods with recommendations for improving the accounting procedures and systems of the agency. A copy of each report on irregularities and erroneous accounting methods shall be referred to the Mayor.

The **Internal Auditor** shall evaluate the capital improvement plan.

The **Internal Auditor** shall have no authority to audit the activities of the Board of Water and Light except as requested in writing by the Board.

The **Internal Auditor** may be authorized by the City Council to hire adequate staff to perform the **internal** auditing functions. The staff shall serve at the pleasure of the **Internal Auditor**.

Participate in the HRCS funding distribution:
Chapter 240; 240.03 Funding; (d) (3)

2023-

Online applications were submitted; Council Staff and leadership reviewed all of them, as they came in. If there was an interest and they met any of the qualifications, Council asked for testing to begin immediately – not waiting until posting deadline.

There were 8 applicants and all 8 were asked to test:

3 tested

1 was pending and never did test

4 declined the test

Internal Auditor 42

Proposed Recruitment Postings

- ✚ Post with Association of Local Government Auditors
- ✚ Post with Michigan Municipal League
- ✚ Post on City of Lansing website
- ✚ Post with Michigan Certified Public Accountants –MICPA.org
- ✚ Post with Michigan State University and Davenport University regarding alumni
- ✚ Post on LinkedIn

- ✚ Cost is \$100 for ALGA
- ✚ Cost for MML (members 12 cents per character, non-members 24 cents per character)
- ✚ Cost is \$350 for MICPA.org
- ✚ Cost is \$19/per day for LinkedIn



Andy Schor, Mayor

CITY OF LANSING
PURCHASING OFFICE
124 W. Michigan Avenue, 8th floor
Lansing, Michigan 48933-1603
(517) 483-4128

[http://www.lansingmi.gov/finance/
787/purchasing](http://www.lansingmi.gov/finance/787/purchasing)

March 23, 2020

REQUEST FOR QUALIFICATIONS AND PROPOSAL
RFQP/20/085
INTERNAL AUDIT SERVICES
CITY COUNCIL

The City of Lansing officially distributes all Purchasing documents through the Michigan Inter-governmental Trade Network (MITN) and the City of Lansing Purchasing Office. Our office no longer mails bid documents, notices or addendums to our vendors. To register for the MITN system or access bid information, including addendums, go to www.mitn.info

PURPOSE

This request for qualifications and proposal is solicited for INTERNAL AUDITING SERVICES from well qualified firms of certified public accountants to perform internal auditing services for the City of Lansing City Council.

The City reserves the right to accept any proposal, to reject any and all proposals and to make the award in the best interest of the city.

Please submit two (2) typewritten copies, one unbound, of your completed proposal **up to but no later than, 11:00 AM local time in effect APRIL 13, 2020**, to the City of Lansing, Purchasing Office, 8th floor City Hall, 124 W. Michigan Avenue, Lansing, Michigan 48933. All submittals must be sealed and identified on the outside of the mailing envelope with "RFQP/20/085, Internal Auditing Services".

Please submit two copies of the cost of services as a separate and distinct part of your overall proposal and clearly mark "RFQP/20/085, Internal Auditing Services Fees/Cost Proposal" on the outside of the envelope enclosed with your response.

Please direct all questions concerning the content or purpose of this RFQP to me at (517) 483-4128. Technical Questions should be directed to Jeff Scharnowske, Controller, (517) 483-4515.

Stephanie Robinson CPPB
Senior Buyer

Solicitation Number: RFQP/20/085

Solicitation Name: INTERNAL AUDITING SERVICES

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding Lansing based business. This form will not be used during the evaluation of bids or proposals. You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your bid document.

I. Where did your firm receive of this solicitation? Please check all that apply.

City of Lansing Purchasing Web Page <http://www.mitn.info>

City of Lansing Purchasing Office

Other, please

list:.....

II. Demographic Information:

Is your firm located or have a business office within the corporate city limits of Lansing

yes___ no__

III. Company Information

Federal Tax ID Number _ _ _ _ _

Firm Name

Address (Street, City, State, ZIP)

Phone Number

Fax Number

Web Site Address

Contact Person

Thank you for your participation.