

City Controller

The City Controller is one of nine elected offices in the City of Allentown. The term of the office is four years and is not subject to term limitation. The City Controller is independent of the Mayor and City Council.

The City Controller performs the following functions per the City Home Rule Charter and City Ordinances:

- Have financial oversight of City finances, independent of the Executive and Legislative branches and shall review all expenditures of all City departments, the Mayor, City Council and City boards, commissions, agencies and authorities for whom the City provides financial guarantees;
- Review the Annual Budget before approval by City Council, and make nonbinding recommendations to the Mayor and to City Council for consideration, if he or she deems it necessary;
- Be present or represented at all City Council meetings;
- Perform specific audits of City finances from time to time as requested by the Mayor or by City Council;
- Report to the Mayor and to City Council, on the progress of the implementation of any recommendations as found in the Annual Audit and Management Letter;
- Assist in all audits conducted by independent auditors;
- Assure the accurate and timely completion and submittal of audit reports along with appropriate follow-up recommendations;
- Furnish to City Council, the Mayor, and others, as appropriate, periodic reports of audits conducted;
- Interpret and communicate audit policies and procedures to all City management and staff;
- Direct internal financial security and loss investigation activities;
- Issue any subpoenas in order to fulfill the duties and responsibilities of the Office of City Controller;
- Perform financial and department reviews as deemed necessary by the City Controller.

In addition the City Controller reconciles the City bank accounts and audits the bank accounts of City related authorities, boards and commissions as well as acting as the repository for all City contracts, leases and other agreements.

City Controller's Department Internal Audit Function



Top 3 Questions and Answers

What is the Internal Audit function?

The City Controller has financial oversight of City Finances, independent of the Executive and Legislative branches. The Internal Audit function is part of the City Controller's Office.

The Internal Audit function examines the City's activities for compliance with applicable policies, procedures, laws and regulations. It also performs reviews and issues audit reports which address the effectiveness of accounting, financial and other controls. The City Controller's Office is available to assist with concerns, questions, or reviews of new systems, ethics and compliance issues, and as a liaison for external audit interactions.

Who do the Internal Auditors report to?

The Internal Audit function is part of the City Controller's Office and the Internal Auditors report to the City Controller. The City Controller is one of nine elected offices in the City of Allentown. The term of the office is four years and is not subject to term limitation. The City Controller is independent of the Mayor and City Council.

Who gets copies of the audit report?

All final audit reports are distributed to the relevant administrators of the area audited, City of Allentown Administration, City Council, the Director and Manager of Finance and are available to the general public.

City of Allentown Controller's Office Internal Audit

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City of Allentown

Controller's Office

Internal Audit Internship



City of Allentown Internal Audit Internship

The Allentown PA City Controller's office is seeking Internal Audit Interns.

Are you looking for an amazing opportunity to make great business contacts and boost your resume while being part of a municipality that is looking towards the future?

Are you interested in partnering with key members of an organization to effect substantial and meaningful change?

If YOU are innovative and adaptable with a passion for building success please join our team.

This is a great opportunity to work closely with the City Controller, Internal Auditor, City Council, the City's Department Heads and their support staff. As an intern, you will gain valuable experience in accounting, auditing and public speaking. Schedules are flexible and based on interns availability.

Who Are We Looking For

The ideal candidates will possess:

- ◆ Exceptional interpersonal skills and the ability to build strong working relationships based on trust.
- ◆ A talent for innovation and ingenuity.
- ◆ Good organizational skills and strong attention to details.
- ◆ A pro-active and strong work ethic.
- ◆ Exceptional communication skills and the ability to communicate well both verbally and in writing.
- ◆ Good computer skills. Proficient in MS Word, Excel, PowerPoint etc.



Application Qualifications:

- ◆ Must be a current student pursuing a degree in accounting or finance.
- ◆ GPA of 3.0 or higher.
- ◆ Authorized to work in the United States.

"The internal audit intern program is specially designed for a transition from a college student to a working professional. On one hand, the working content is particularly connected with my academic study where I can practice what I learned from class; On the other hand, I also took the responsibility of a "manager", being the manager of my own project where I developed my communication and time management skill.

The internship enriched my experience and made me stand out from other candidates during work interview. I would definitely recommend the internship."

-Claire Z.
Lehigh University 2014

The internship definitely helped me in achieving my scholastic and career goals. I gained a lot more confidence with public-speaking, managing multiple tasks, and communicating with people in a professional setting. Additionally, the ability to interview staff members, design a process flowchart with a supporting narrative, and engage in revenue testing provided me with a broader perspective about the audit process. I would definitely recommend this internship to any student who has a desire to pursue a career in accounting/auditing.

-Danny H.
Lehigh University 2015

Why Join City of Allentown Internal Audit

As a City of Allentown intern you won't be eligible for compensation but you will:

- ⇒ Participate in training opportunities and gain a wide range exposure to City Government.
- ⇒ Have individual attention and training with Q & A sessions with City Officials including but not limited to the City Controller and Managing Director.
- ⇒ Interact with other areas of the City including but not limited to external consultants.
- ⇒ Take a lead role in your own individual project working with the Internal Auditor, City Administration and their staff.
- ⇒ Have the opportunity to present your project to City Council and Administration.
- ⇒ Have the freedom to work on your own time and have flexibility in your work schedule.

The experience has been extremely helpful in my job search. I recently was offered a job that I am thinking about taking as an audit associate at Campbell's Soup Company. The ability to talk about my project and show people physical documents has been so helpful.

-Mark R.
Lafayette College 2013
