

Class Concept

Positions at this level typically perform supervisory functions for one or more audit teams assessing for and ensuring the provision of a full range of audit services. Positions plan, lead, and execute audits/investigations by exercising considerable independent judgment in analyzing and interpreting accounting and auditing standards, facts and figures, and for planning work schedules for themselves and their audit team. Positions develop and write audit reports, review draft audit reports and working papers submitted by subordinate auditors, provide review notes when necessary, and verify working papers to support conclusions and judgment of audit team members. Conduct difficult or sensitive entrance/exit conferences or interviews with agencies audited and recommends changes which will improve financial records, systems, procedures, and controls, or which will bring auditee into legal compliance. Audits are conducted in accordance with Generally Accepted Government Auditing Standards as prescribed by the United States Government Accountability Office, and other applicable laws, regulations, and professional standards and position is responsible for identifying when exceptions to these principles and noncompliance with these laws are evidenced.

Positions at this level perform the full breadth of supervisory responsibilities for all types and complexities of audits in state government. Positions receive general assignments from the Assistant State Audit Manager and work with considerable independence within the guidelines of state laws, regulations and policies while monitoring budgets for all assigned audits within area of responsibility. They are expected to assist with interviewing and selecting audit staff, engage their audit teams in skills development planning, delegation of assignments, coaching, training, counseling, performance evaluation, and taking appropriate corrective and disciplinary action, if necessary.

Recruitment Standard

Knowledge, Skills, and Abilities:

- Demonstrates full knowledge of professional standards, techniques, practices and procedures, knowledge of local, state, and federal regulations, and statutes governing area of work.
- Ability to update information technology to facilitate program goals.
- Demonstrates considerable knowledge of supervisory practices and skill in supervising others and basic knowledge of strategic planning.
- Ability to manage resources effectively to meet operational goals and objectives and provide employee training and growth opportunities while providing technical supervision of staff.
- Ability to analyze moderately complex situations, both audit and internal, make recommendations for modifications to program policy and procedures and drawing conclusions based on relevant information.
- Demonstrates capacity to consider cost/benefits for organization as well as short- and long-term impact of decisions.
- Ability to lead development and implementation of vision and mission statements and office-wide goals and objectives, and effectively monitor and adjust plans as needed.
- Ability to encourage staff to accept and resolve challenges, lead and operate effectively in response to internal and external changes, and participate in development and implementation of goals and objectives.
- Ability to treat team members with respect in a cooperative manner, and does not introduce negativity into the work environment.
- Ability to effectively communicate with internal and external parties (orally or in writing) in order to convey moderately complex fiscal/programmatic/ operational information while interpreting rules and regulations.

- Ability to serve as a technical resource and develop and maintain professional working relationships internally and externally.
- Ability to facilitate enhancement of employee development by providing guidance and feedback.

Minimum Education and Experience Financial, Financial-Related, and Investigative

Bachelor's degree with 24 semester hours in accounting from an appropriately accredited institution and 5 years of experience in auditing/accounting, one of which must have been functioning as an audit lead or supervisor; or an equivalent combination of education and experience.

Information Systems

Bachelor's degree with 24 semester hours in accounting and 12 semester hours in information technology or computer & information security from an appropriately accredited institution and 5 years of experience in auditing/accounting or information technology/computer security, one of which must have been functioning as an audit lead or supervisor; **OR** Bachelor's degree with 24 semester hours in information technology or computer & information security and 12 semester hours in accounting from an appropriately accredited institution and 5 years of experience in auditing/accounting or information technology/computer security, one of which must have been functioning as an audit lead or supervisor; or an equivalent combination of education and experience.

Performance Bachelor's degree with 12 semester hours in accounting from an appropriately accredited institution and 5 years of experience in auditing/accounting or program evaluation, one of which must have been functioning as an audit lead or supervisor; or an equivalent combination of education and experience.