

### Class Concept

Positions at this level work comprise a portion of the Office of the State Auditor's Executive Team and work under the supervision of the State Auditor to establish policies, goals and objectives for the office, devise strategies and policies to achieve the goals and objectives, and oversee the activities of one or more divisions of the office. In leading the assigned division(s), ensures that divisional goals and objectives align with office-wide goals and objectives. Positions must monitor progress toward achievement of goals and objectives and make necessary corrections to ensure goals and objectives are met. Positions are responsible for staying abreast of developments in accounting, auditing, compliance, and administrative requirements that affect the operations of assigned division(s). Positions must then ensure that assigned divisions adapt appropriately to those changes. Positions oversees at a macro level hiring, evaluating, promoting, developing staff, as well as other human resource activities.

Positions complete various strategic projects as assigned by the State Auditor, advises the State Auditor on matters related to his/her responsibilities, interacts with external officials, and prepares written communications to external parties.

Positions at this level perform at the highest level of managerial responsibilities for all types and complexities of audits in state government. Positions perform work with the highest level of independence and autonomy, with the ability to make decisions that can impact the Office of the State Auditor. They coordinate, supervise and evaluate the work of Audit Managers and are the primary source of crisis management intervention Audit Managers may encounter. Positions are responsible for conducting second level interviews, signing off on the selection of audit staff, engaging Audit Managers in skills development planning, delegation of assignments, coaching, training, counseling, performance evaluation, and taking appropriate corrective and disciplinary action, if necessary.

### Recruitment Standards

#### Knowledge, Skills, and Abilities:

- Demonstrates extensive knowledge of professional standards, techniques, practices and procedures, and skills in applying this knowledge, with an ability to prepare and present communications that clearly demonstrate extensive knowledge of the subject matter, with appropriate background work done to support communications.
- Demonstrates extensive knowledge of local, state and federal regulations and statutes.
- Ability to understand complex technical matters quickly and provide effective guidance on resolving such matters.
- Ability to develop and oversee divisional work plans that align with office-wide strategic goals and objectives, including assignment of work and allocation of resources by designing and monitoring performance tracking systems and making adjustments in plan execution to ensure goals and objectives are met.
- Ability to able to serve key role in recruiting efforts, conducting interviews, and selecting effective staff members.
- Demonstrates extensive knowledge of strategic planning methodologies and practices, state government's human resources, budget, and other administrative policies, and an ability to guide the overall strategic direction of the office on such matters.
- Ability to work effectively with other leaders to complete strategic projects and solve problems, as well as effectively complete related individual projects.
- Ability to able to develop and implement change plans that ensure smooth transitions with minimal disruptions, while ensuring office goals and objectives are not compromised.
- Demonstrates extensive knowledge of leadership practices and skill in leading others, including communication skills, how to delegate and assign work, how to deal effectively with difficult

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.

employees, how to evaluate performance to conduct investigations and participate in disciplinary actions, and how to motivate employees and build trust.

- Ability to effectively and efficiently facilitate meetings to ensure objectives are met, everyone is heard, best solutions are reached, discussion stays focused, conflicts avoided/resolved, action items and responsibility understood.
- Ability to obtain buy-in from staff for significant office-wide changes and help overcome apprehension regarding such changes.
- Ability to treat team members with respect in a cooperative manner, and does not introduce negativity into the work environment.
- Ability to effectively interact with high-level officials and other external parties and represent the State Auditor as needed.

Minimum Education and Experience

Bachelor's degree with 24 semester hours in accounting from an appropriately accredited institution and 7 years of experience in auditing/accounting, three of which must have been functioning as an audit supervisor or manager; or an equivalent combination of education and experience