

Class Concept

Position is responsible for managing the examination and analysis of accounting records, compliance audits, auditing teams, and implementing quality assurance programs to verify the accuracy and overall efficiency of internal fiscal and administrative controls. The position provides leadership in the development of procedures for conducting internal audits, reviews and assessments that result from the annual agency-wide risk assessment of operations, financials, grants, contracts and relationships. This position is responsible for the strategic planning and tactical execution of internal audits to ensure compliance with all state and federal rules and regulations, procedures and principles governing the agencies fiscal programs and operations. Provide direct supervision to audit teams and professional staff by developing long and short-term goals and objectives, reviewing project assignments and work performed. Position utilizes working to thorough knowledge to participate in preparing, analyzing and administering annual reports, financial statements and other records to assess financial condition of programs/projects, and monitor industry trends. Position also has the ability to review basic to moderately complex audit summaries and provide direction to auditors and make and/or recommend modifications to program policy and procedures to minimize risk. May manage some HR related activities, such as training and/or make recommendations to Audit Manager II. Back-up to Audit Manager II. Position is responsible for allocating available staff, assets and resources in order to meet work goals. Position is governed by state, federal, and Departmental laws and Generally Accepted Accounting Principles (GAAP) and the Institute of Internal Auditing (IIA) standards.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of principles, practices and theories of accounting and auditing.
- Considerable knowledge of organizational and managerial practices, principles and theories.
- Ability to analyze and interpret generally complex accounting, auditing, budgetary and financial data.
- Ability to plan, organize, schedule and direct comprehensive audit projects.
- Ability to establish and maintain effective working relationships with senior management, Legislators, staff, Subject Matter Experts and committees.
- Must be able to lead development and implementation of vision and mission statements and office wide goals and objectives.
- Proven ability to make oral and written presentations aimed at reaching a variety of audiences.

Minimum Education and Experience

Bachelor's degree in accounting, business, finance or other discipline related to the area of assignment with 12 credit hours of accounting coursework from an appropriately accredited institution and three years of related professional experience, of which two years is audit experience; or

Bachelor's degree in any field from an appropriately accredited institution and certification/licensure as a certified public accountant, certified internal auditor, certified fraud examiner, certified information system auditor; or related certification/license and three years of related experience including two years of audit experience; or an equivalent combination of education and experience.