

Class Concept

Manages a professional auditing staff in the conduct of external/internal financial performance, administrative compliance, and operational efficiency and program effectiveness audits. Provides direct supervision to administrative and professional staff by developing short and long term goals and objectives, reviewing project assignments and work performed. Develop and implement SOP's and determine the necessity for additional audit instructions and guidelines. Position is responsible for leading the development of mission statements and values. Monitors expenditures and disbursements of federal, state, and other funds, directs or assists budget preparation and monitors and ensure compliance with federal, state and Departmental policies and regulations. Position utilizes general to extensive knowledge to plan and direct the operating process to assure audit procedures and reports adhere to auditing standards. Reviews financial information to ensure compliance with established criteria. Monitors staff for development and training and oversees HR related activities. Provides professional and technical advice to top agency management in the analysis, planning, organizing and controlling of agency systems, programs and services. 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 the principles, practices and theories of accounting, auditing, budgeting and financial management.
- Through knowledge of organizational and managerial practices, principles and theories.
- Thorough knowledge of federal and state laws and regulations.
- Ability to communicate and establish strategic business relationships with senior management, agencies, committees, Legislators, and the general public and tailor communication format to the sophistication of target audiences.
- Ability to develop and lead the vision and mission of the department.
- Demonstrated ability to evaluate and allocate resources, plan procurement, and oversee budget and contracts to ensure stability of the program performance audit group.

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 from an appropriately accredited institution and five years of related professional experience, of which at least three years is in a supervisory capacity; 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 five years of related experience including three years of supervisory audit experience; or an equivalent combination of education and experience.