

Class Concept

Positions manage a team or multiple teams of internal audit staff to conduct formal reviews and analyses of an agency's operations and internal controls. Work includes operational compliance, financial, information systems and investigative engagements, as well as consulting services designed to improve an agency's operations. Positions ensure internal audits and consulting services follow appropriate auditing standards, which includes the analysis and consideration of the organization's strategies, objectives, risks, and risk mitigation measures relevant to each engagement. Positions ensure engagements identified on the risk-based audit plan are completed throughout the year, and address the risk identified during the risk assessment. Provide direct supervision to audit staff by reviewing project assignments and work performed to ensure on time and satisfactory performance. Positions report to a higher-level manager or director.

Positions perform quality assurance improvement program duties, to ensure compliance with standards and monitor performance metrics. May be assigned to provide input in the internal audit policy and procedure manual and may assist with the annual risk assessment. Positions oversee a variety of complex and/or unprecedented audit engagements ensuring preliminary audit objectives are consistent with the annual risk assessment. Recommends modifications to audit procedures to minimize audit engagement risks. Positions operate within the Internal Professional Practices Framework (IPPF) issued by the Institute of Internal Auditors.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of theories, principles, and systems design related to organizational governance, risk management, and internal controls.
- Considerable knowledge of internal and/or government auditing standards, including principles, procedures and techniques for conducting information system, financial, operational, compliance, and/or investigations.
- Considerable knowledge of the business acumen and the ability to monitor industry trends.
- Considerable knowledge of organizational and managerial practices, principles and theories.
- Considerable knowledge and understanding of data analytics and continuous auditing.
- Thorough knowledge of state and federal laws and regulations pertaining to audit areas.
- Ability to manage confidential matters.
- Ability to compile, monitor, and examine a variety of large, complex data and exercise judgment in evaluating or interpreting results.
- Ability to plan, organize, schedule and direct comprehensive audit, consulting, and investigative engagements.
- Ability to develop procedures for audit, consulting, and investigative activities; and prepare complete work summaries and reports and express oneself in oral and written form in a clear and concise manner.
- Ability to make oral and written presentations aimed at reaching a variety of audiences including legal depositions and testimony.
- Ability to evaluate and allocate resources to engagements; oversee engagement budgets; and oversee professional staff in the completion of projects.

Minimum Education and Experience

Bachelor's degree in accounting or a discipline related to a program area within the agency, and five years of audit experience including three years of internal audit experience and two years of supervisory audit experience; or a Bachelor's degree in any field and certification/licensure as a certified internal auditor, certified fraud examiner, certified information system auditor; certified public accountant with an audit focus; or other audit certification/license and five years of audit experience including three years of internal audit experience and two years of supervisory audit experience; or an equivalent combination of education and experience.

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