

Class Concept

Positions supervise internal audit staff to ensure engagement work is complete, accurate and conforms with internal auditing standards. Positions plan, lead and execute internal audit engagements, which include operational compliance, financial, information systems, and investigative. Exercises independent judgment in analyzing and interpreting internal auditing standards, laws, policies, and other information to verify work is complete, accurate, and conforms with internal audit standards. Positions ensure audit objectives are satisfied and that audits are completed efficiently and address relevant agency risks. Positions monitor engagement's time, budgets and modify audit procedures as necessary to minimize engagement risks.

Positions conduct formal reviews and analyses of an agency's operations and internal controls. May assist with the annual planning. Positions work independently and receive general guidance from a higher-level manager or director. Positions operate within the Internal Professional Practices Framework (IPPF) issued by the Institute of Internal Auditors.

Recruitment Standards

Knowledge, Skills, and Abilities

- General knowledge of theories, principles, and systems design related to organizational governance, risk management, and internal controls.
- General knowledge of internal and/or government auditing standards, including principles, procedures, and techniques for conducting financial/operations/performance, compliance, and/or investigations.
- General knowledge of organizational and managerial practices, principles and theories.
- Considerable knowledge and understanding of data analytics and continuous auditing.
- Considerable knowledge of applicable information technology and management controls.
- Considerable knowledge of state and federal laws and regulations pertaining to audit areas.
- Ability to manage confidential matters.
- Ability to develop efficient work programs and procedures for audit and investigative engagements; and prepare complete work summaries and reports and express oneself in oral and written form in a clear and concise manner.
- Ability to compile, monitor, and examine a variety of large, complex data.
- Ability to establish and maintain effective working relationships with agency staff and senior management.
- Ability to exercise judgement to develop engagement work plans, evaluate and interpret engagement results; and identify resolutions for unique issues.
- Ability to develop and deliver, in both oral and written form, clear concise reports and presentations of the engagement process and results.
- Ability to promote teamwork and facilitate enhancement of employee development by providing guidance and feedback and hold staff accountable for deadlines and budgets.

Minimum Education and Experience

Bachelor's degree in accounting or a discipline related to a program area within the agency, and four years of audit experience including two years of internal audit experience, and one year must have been functioning as an audit lead; 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 four years of audit experience including two years of internal audit experience and one year must have been functioning as an audit lead; or an equivalent combination of education and experience.