

Class Concept

Positions at this level typically perform supervisory functions for one or more audit/investigative teams assessing for and ensuring the provision of a full range of audit/investigative services. Positions plan, lead, and execute audits/investigations by exercising considerable independent judgment in analyzing and interpreting accounting and auditing standards, facts and figures, and for planning work schedules for themselves and their audit/investigative team. Positions develop and write audit/investigative reports, review draft audit/investigative reports and working papers submitted by subordinate auditors/investigators, provide review notes when necessary, and verify working papers to support conclusions and judgment of audit/investigative team members. Conduct difficult or sensitive entrance/exit conferences or interviews with agencies audited/investigated and recommends changes which will improve financial records, systems, procedures, and controls, or which will bring auditee into legal compliance. Engagements are conducted in accordance with Generally Accepted Government Auditing Standards as prescribed by the United States Government Accountability Office, Generally Accepted Auditing Standards as prescribed by the American Institute of Certified Public Accountants, and other applicable laws, regulations, and professional standards, as applicable. Positions are responsible for identifying when exceptions to these principles and noncompliance with these laws are evidenced.

Positions at this level perform the full breadth of supervisory responsibilities for all types and complexities of audits/investigations in state government. Positions receive general assignments from the Assistant State Audit Manager and work with considerable independence within the guidelines of state laws, regulations and policies while monitoring budgets for all assigned audits/investigations within area of responsibility. They are expected to assist with interviewing and selecting audit/investigative staff, engage their teams 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 full knowledge of professional standards, techniques, practices and procedures, knowledge of local, state, and federal regulations, and statutes governing area of work.
- Ability to update information technology to facilitate program goals.
- Demonstrates considerable knowledge of supervisory practices and skill in supervising others and basic knowledge of strategic planning.
- Ability to manage resources effectively to meet operational goals and objectives and provide employee training and growth opportunities while providing technical supervision of staff.
- Ability to analyze moderately complex situations, both audit/investigative and internal, make recommendations for modifications to program policy and procedures and drawing conclusions based on relevant information.
- Demonstrates capacity to consider cost/benefits for organization as well as short- and long-term impact of decisions.
- Ability to lead development and implementation of vision and mission statements and office-wide goals and objectives, and effectively monitor and adjust plans as needed.
- Ability to encourage staff to accept and resolve challenges, lead, and operate effectively in response to internal and external changes, and participate in development and implementation of goals and objectives.
- Ability to treat team members with respect in a cooperative manner, and not introduce negativity into the work environment.
- Ability to effectively communicate with internal and external parties (orally or in writing) in order to convey moderately complex fiscal/programmatic/ operational information while interpreting rules and regulations.
- Ability to serve as a technical resource and develop and maintain professional working relationships internally and externally.
- Ability to facilitate enhancement of employee development by providing guidance and feedback.

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

Minimum Education and Experience

Financial and Investigative

Bachelor's degree with 24 semester hours in accounting from an appropriately accredited institution and 5 years of experience in auditing/accounting, one of which must have been functioning as an audit lead or supervisor; or an equivalent combination of education and experience.

Performance

Bachelor's degree with 12 semester hours in accounting from an appropriately accredited institution and 5 years of experience in auditing/accounting or program evaluation, one of which must have been functioning as an audit lead or supervisor; or an equivalent combination of education and experience.