

CLASS TITLE: CHIEF, AUDIT AND PERFORMANCE REVIEW (DOT)

Class Code: 02645600

Pay Grade: 43A

EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, to be responsible for planning, organizing, supervising, and reviewing the work of the staff of professional auditors and reviewers engaged in the inspection, review, and auditing of records and accounts of contractors, consultants, utilities or of private concerns providing services to the department; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a senior executive and the Deputy Director of Transportation who assigns duties and responsibilities in broad outline and reviews work upon completion for conformity with instructions and generally accepted auditing and accounting standards and principles through the submission of final reports.

SUPERVISION EXERCISED: Plans, organizes, supervises and reviews the work of professional, technical, and clerical personnel; reviews work in progress and upon completion for adequacy, propriety, and conformity with instructions and generally accepted auditing and accounting standards and principles.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation, to be responsible for planning, organizing, supervising, and reviewing the work of professional auditors, reviewers and related technical and clerical personnel engaged in auditing accounts and records of contracts, consultants, utilities, and other private concerns providing service to this department.

To consult with staff members relative to unusually complex important auditing problems, project reviews, and legal interpretations.

To review reports of controls and procedures and revise or amend audit programs; as required, to develop and install new or improved accounting systems.

As required, to compile, analyze, and submit reports of audits or investigations to the Director of Transportation.

To confer with public officials and private executives on matters of programs, operations, and procedures and make recommendations on matters of policy, standards, and procedures.

To review accounting and auditing procedures, work schedules, and assignments to determine their adequateness and propriety by frequently reviewing work in progress; to organize, plan, and schedule work based on staff availability and time constraints; to review and approve the purpose, scope, and audit approach of each audit project; to direct audit projects to ensure that professional standards are maintained by reviewing, evaluating, and approving auditing procedures and work papers; to develop a system of cost and schedule controls over audit projects; to review audits, management studies, and other reports to determine their accuracy, applicableness, and compliance to professional standards; to confer with federal, state, and private officials on findings and implementation of recommendations; to develop internal operating procedures that contribute towards efficient and effective use of resources; to train and

instruct staff in the use of generally accepted auditing standards, government auditing standards, and internal operating procedures; to develop long-term work programs based on the objectives of the department; to assist in the preparation of management reports such as the annual budget cost allocations, and other evaluations.

To be responsible for overseeing advanced work involving the final acceptance procedures for construction projects such as: the close out and final acceptance review of construction project records; to ensure that construction records are properly maintained in accordance with established policies; to initiate and develop necessary procedural revisions.

To review and study reports and findings and make own recommendations to the Director and Deputy Director.

To assist in personnel administration and labor relations activities, as required.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the theories, principles, procedures and practices of governmental accounting; a thorough knowledge of the principles of corporation and governmental finance; the ability to analyze and interpret complex accounting systems, procedures, and financial reports, and to prepare final reports and financial statements; the ability to design, develop, and install various accounting systems; the ability to plan, organize, supervise, and review the work of a professional staff engaged in auditing work; the ability to assist in the formulation of agency policy and programs; the ability to direct audit examinations in accordance with generally accepted government auditing standards for financial and compliance audits; the ability to deal effectively with federal and state officials, private business and public utilities, and with the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a four-year college of recognized standing with a major in accounting or twenty-seven (27) credits in accounting or a Master's Degree in Accounting; and

Experience: Such as may have been gained through: extensive employment in a responsible administrative capacity involving extensive professional accounting and auditing experience in the examination of accounts and the development of accounting and auditing systems in a federal agency, a state agency, large municipality or a large private organization.

SPECIAL REQUIREMENT: At the time of appointment, must possess the professional designation by the State of Rhode Island Board of Accountancy as a Certified Public Accountant (CPA) and must satisfactorily maintain such designation as a condition of employment.

Class Revised: November 2, 2014