

**CLASS TITLE: CHIEF, BUREAU OF AUDITS**

**Class Code: 02641800**  
**Pay Grade: 45A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To have administrative and technical responsibility for the execution of the functions of the Bureau of Audits in the Department of Administration involving the auditing of financial records and accounts of all state departments and agencies and private concerns upon request of the Director of Administration; to provide expert technical consultation and policy interpretation and to coordinate process improvement and quality control activities and to prepare recommendations for improving accounting and management practices; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director of Administration or designee from whom statements of policy are received; consults with the superior on important interpretations of rules, regulation and law and on major revisions of the state's financial program system.

**SUPERVISION EXERCISED:** Plans, directs, supervises and reviews the work of a professional managerial and technical auditing staff, as well as, support personnel.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To administer the delegated powers and duties of the Director of Administration or designee relating to all auditing functions and powers.

To have administrative and technical responsibility for the execution of the functions of the Bureau of Audits in the Department of Administration involving the auditing of financial records and accounts of all state departments and agencies and private concerns upon request of the Director of Administration.

To provide expert technical consultation and policy interpretation and to coordinate process improvement and quality control activities and to prepare recommendations for improving accounting and management practices.

To direct the daily operation of the bureau through managerial staff and have administrative oversight over the bureau's audit schedule, job assignments, work products, and professional auditing standards and procedures.

To oversee the development of the bureau's work standards, technical procedures and policies consistent with continuous quality improvement.

To direct and administer a plan to assess the risk of fraud.

To analyze, review and approve final audit reports submitted by managerial staff and present findings and recommendations to the Director of Administration for the purpose of improving accounting, fiscal and management practices.

To be responsible for developing and implementing related policy and/or policy changes, and to prepare proposed legislation, as well as, evaluate legislation and make recommendations as appropriate.

To provide administrative oversight, direction and interpretation of pertinent laws and policies on the most difficult and sensitive financial, operations and compliance audits of state departments, agencies, quasi-state agencies, or other entities within the purview of the Bureau of Audits.

To be responsible for providing continued training to professional auditing staff in order to maximize staff resources and operational efficiency.

To be responsible for preparing the bureau's annual budget and to ensure all financial, human and organizational resources are utilized in the most effective and efficient manner.

To be responsible for identifying and developing long-term work programs based upon the objectives of the state.

To be responsible for the development of administrative reports such as budgetary and financial reports, job hour reports, cost allocations, needs assessments, work plan programs and personnel evaluations.

To confer with state administrators in identifying, developing and implementing new accounting systems.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of governmental accounting and professional auditing principles and practices and general administration; a thorough knowledge of state government, and of the organizational structure and functions of its departments and agencies; a thorough knowledge of corporation and governmental finance and the ability to interpret state and federal laws, rules and regulations as they pertain to such; a thorough knowledge of state and federal laws, rules and regulations as applicable to the state departments and agencies being audited; a thorough knowledge of administrative principles and practices sufficient to administer and direct the audit program's fiscal, human and organizational resources; the ability to direct, supervise, and review the work of all managerial, professional auditing staff and clerical personnel; the ability to administer a plan to assess the risk of fraud and to approve the fraud audit plan; the ability to analyze, interpret and evaluate complex accounting systems, procedures, and reports; the ability to develop, and implement new accounting systems; the ability to interpret program laws, rules and regulations; the ability to administer and direct the overall audit schedule and job assignments; the ability to recommend policy changes and to review and evaluate legislation and make recommendations; the ability to ensure training programs are provided to auditing professionals; the ability to prepare administrative reports, and recommendations; the ability to communicate effectively with public officials throughout the state; 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 professional designation of Certified Public Accountant (CPA); and

**Experience:** Such as may have been gained through: employment in a highly responsible administrative capacity in the field of professional accounting and auditing including the responsibility for directing the examination of accounts and the development of accounting and auditing systems of a large state department, federal agency, large private organization, or public auditing firm.

**SPECIAL REQUIREMENT:** At the time of appointment, must possess a valid Rhode Island Driver's License and must maintain such licensure as a condition of employment.

Class Revised: November 12, 2005