

**CLASS TITLE: FRAUD INTERNAL AUDITOR (DOA)**

**Class Code: 02642101**  
**Pay Grade: 27**  
**EO Code: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Office of Internal Audit at the Department of Administration (DOA), to evaluate the circumstances of cases of suspected fraud involving audit and accounting matters and to make recommendations about future measures; to collaborate with different institutions including law enforcement agencies, state departments and agencies, insurance companies, and others as necessary; to investigate cases of suspected fraud involving state benefit programs or use of state or federal funds and reduce potential loss exposure by being compliant with applicable policies and procedures; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom direction and guidance is received; work is reviewed periodically in process and upon completion for conformance to rules, regulations, procedures and for the application of best practices.

**SUPERVISION EXERCISED:** Generally none; may provide basic guidance and training to Auditors as assigned.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Office of Internal Audit at the Department of Administration (DOA), to evaluate the circumstances of cases of suspected fraud involving audit and accounting matters and to make recommendations about future measures.

To collaborate with different institutions including law enforcement agencies, state departments and agencies, insurance companies, and others as necessary.

To investigate cases of suspected fraud involving state benefit programs or use of state or federal funds and reduce potential loss exposure by being compliant with applicable policies and procedures.

To interview victims, witnesses, complainants, suspects and employers to obtain case details.

To research transactions and records, present investigation results and testify in court.

To conduct analyses and research of account activity to assess levels of risk and detect fraudulent activity by using resources, policies and procedures to evaluate leads.

To create or review detection reports that monitor suspicious activity.

To provide guidance to business partners or other auditors to ensure appropriate actions are taken to mitigate losses and loss exposure.

To create and submit appropriate internal and external reporting of suspicious/fraudulent activity.

To assist other Fraud Investigators with daily tasks to keep department responsibilities and deadlines within service level agreements.

To provide feedback to enhance departmental procedures.

To assist with the coordination of internal compliance validation testing for various departmental risk and fraud processes.

To attend and participate in meetings, trainings and projects.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A familiarity with accounting principles and practices; a familiarity with professional auditing standards, methods and procedures; a working knowledge of investigative techniques and practices; a working knowledge of the principles of corporation and governmental finance and the ability to interpret applicable state and federal laws, rules and regulations that pertain to such; a working

knowledge of interviewing techniques and procedures; a working knowledge of auditing practices and procedures applicable to computer-assisted auditing techniques; a working knowledge of information systems technology, operations and applications; the ability to gather, analyze and evaluate technical and financial data; the ability to interpret program laws, rules and regulations; the ability to write clear, concise reports, work papers, analysis summaries, and recommendations; the ability to recognize deficiencies in accounting, compliance and management controls; the ability to communicate effectively both verbally and in writing; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Possession of a Bachelor's Degree in Accounting or Criminal Justice.

**SPECIAL REQUIREMENT:** At the time of appointment, must possess a valid driver's license and must maintain such license as a condition of employment.

Class Created: February 17, 2019