

CLASS TITLE: INTERNAL AUDIT MANAGER (DOA)

Class Code: 02651700
Pay Grade: 36
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Administration, to be responsible for coordinating and managing two or more audit assignments/jobs requiring oversight and supervision for the purpose of determining compliance with statutes, regulations, policies and internal procedures of state departments, agencies, quasi-state agencies, or other entities within the purview of the Bureau of Audits; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with considerable latitude for the exercise of independent judgement and initiative; work is subject to review for conformance with prescribed state policies and procedures and adherence to professional auditing standards.

SUPERVISION EXERCISED: Coordinates, manages and reviews the work of professional auditing staff and clerical personnel; reviews work in progress and upon completion for adequacy, propriety, technical sufficiency, and conformity with instructions.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Administration, to be responsible for coordinating and managing two or more audit assignments/jobs requiring oversight and supervision for the purpose of determining compliance with statutes, regulations, policies and internal procedures of state departments, agencies, quasi-state agencies, or other entities within the purview of the Bureau of Audits.

To be responsible for the review and approval of work performed by all professional auditors assigned to the audit job and to evaluate and approve audit reports.

To develop and supervise a plan to assess the risk of fraud.

When determined necessary, to develop a fraud audit plan for the purpose of determining whether fraud exists and the appropriate course of action to be taken.

To be responsible for preparing and/or conducting entrance and exit meetings, conferences, etc. with administrative and management level personnel in the audited state department or agency.

To develop audit schedules, objectives, timeframes and job scopes to ensure adequate audit coverage.

To review and approve the purpose, scope and audit approach of each audit project.

To supervise audit projects to ensure that professional standards are maintained by reviewing, evaluating and approving auditing procedures and work papers.

To assist in developing 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 assist in developing internal operating procedures that contribute towards efficient and effective use of resources.

To be responsible for the training and instruction of staff members in the use of generally accepted auditing standards, government auditing standards, and internal operating procedures.

To provide information to superiors for the purpose of developing long-term work programs based on the objectives of the state.

To assist in the preparation of management reports such as the annual budget, finance reports, job hours report, cost allocations, needs assessments, work plan programs and personnel evaluations.

To assist state administrators in the development and implementation of new accounting systems.

To attend education and training seminars, conferences, workshops, etc. as requested by the Chief of Bureau of Audits.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of governmental accounting principles and practices and general administration; a thorough knowledge of professional auditing standards, methods and procedures; a thorough knowledge of audit techniques and requirements in the examination of various federal grants and programs; 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 interviewing techniques and procedures; a thorough knowledge of statistics and sampling and the ability to apply statistical and non-statistical sampling techniques; a thorough 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 coordinate, manage and review the work of a professional auditing staff and clerical personnel; the ability to develop and supervise a plan to assess the risk of fraud; the ability to analyze, interpret and evaluate complex accounting systems, procedures, and reports and to prepare reports, financial statements and recommendations; the ability to recognize deficiencies in management controls and procedures and to recommend corrective action; the ability to design, develop, and install various accounting systems; the ability to interpret program laws, rules and regulations; the ability to assist in the development of audit schedules, objectives, timeframes and job scopes to ensure adequate audit coverage; the ability to ensure training is provided to lower level auditing professionals; the ability to prepare complex and in-depth management reports, analysis summaries, and recommendations; ability to recognize deficiencies in accounting, compliance and management controls and 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), Certified Internal Auditor (CIA) or Certified Fraud Examiner (CFE); and

Experience: Such as may have been gained through: considerable employment in a large federal agency, state department or in a large private organization with responsibility for performing complex professional audits of in depth accounting systems and assisting in coordinating and reviewing the work of professional auditors.

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.