

CLASS TITLE: INTERNAL AUDITOR (DOA)

Class Code: 02642100
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 execute audit procedures as outlined in an audit program or audit plan and complete assigned projects involving audit and accounting matters; to assist in completing audits of various state operations to evaluate the effectiveness and efficiencies of management, internal controls, accuracy of financial information and compliance with statutes, regulations, policies and internal procedures of state departments, agencies, quasi-state agencies, or other entities within the purview of the Office of Internal Audit; and to do related work as required.

SUPERVISION RECEIVED: Works under the 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 generally accepted auditing standards and techniques.

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 execute audit procedures as outlined in an audit program or audit plan and complete assigned projects involving audit and accounting matters.

To assist in completing audits of various state operations to evaluate the effectiveness and efficiencies of management, internal controls, accuracy of financial information and compliance with statutes, regulations, policies and internal procedures of state departments, agencies, quasi-state agencies, or other entities within the purview of the Office of Internal Audit.

To participate in and/or analyze operational and administrative functions, accounting practices, policies, procedures and management controls to identify program adequacy and efficiency.

To participate in and conduct interviews of staff and management, gather pertinent data, information, records and documentation to support audit research, analysis and subsequent reports.

To apply professional auditing standards, methods and procedures to analyze and make recommendations concerning the accuracy of accounting systems, management controls and operating procedures.

To prepare clear, complete and concise audit findings and make recommendations for corrective action; to review and interpret applicable federal and state laws, rules, regulations, policies and procedures.

To have regular contacts with interagency and intra-agency staff and others both inside and outside state government, primarily for gathering, coordinating and relaying information.

To attend education and training seminars, conferences, workshops, etc. as requested by the Chief Audit Officer.

To assist an auditor of a higher level in conducting audits.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A working knowledge of accounting principles and practices; a working knowledge of professional auditing standards, methods and procedures; a familiarity with the principles of corporation and governmental finance and the ability to interpret state and federal laws, rules and regulations as they pertain to such; a familiarity with statistics and sampling; a familiarity with interviewing techniques and procedures; a familiarity with auditing practices and procedures applicable to computer assisted auditing techniques; a familiarity with information systems technology, operations and applications; the ability to gather,

analyze and evaluate technical data; the ability to interpret program laws, rules and regulations; the ability to write clear, concise reports, work papers, 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: Possession of a Bachelor's Degree from an institution of recognized standing with a major in Accounting.

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 20, 2005

Class Revised: February 17, 2019