

CLASS TITLE:

SENIOR AUDITOR

Class Code: 02641400

Pay Grade: 25A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To supervise and participate in professional auditing work; to independently conduct audits of large municipalities, state departments and other organizations as assigned; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom general directions and guidance are received; work is reviewed periodically during the course of the examination.

SUPERVISION EXERCISED: Plans, assigns, supervises and reviews the work of a staff of professional and clerical subordinates.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise and participate in the making of audits of large municipalities and state departments; to prepare or supervise the preparation of financial statements and other auditing reports in connection with the reporting of information obtained during the auditing program; and to make recommendations to superiors for improving and revising the accounting systems and procedures of state agencies and municipalities.

To conduct a review of the internal check and procedures in operation.

To confer with proper officials on pertinent matters of policy and procedure.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of accounting; a working knowledge of the principles of corporation and governmental finance; the ability to analyze and interpret accounting systems and procedures; the ability to analyze and prepare financial statements and auditing reports; the ability to plan, supervise and review the work of subordinates engaged in professional auditing work; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in accounting or business administration; and

Experience: Such as may have been gained through: employment in a responsible position in a public agency or in private industry involving advanced professional auditing work.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: January 31, 1965

Editorial Review: 3/15/2003