

CLASS TITLE:

**SENIOR INTERNAL
AUDIT MANAGER (DOA)**

Class Code: 02651800
Pay Grade: 40
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Administration, to be responsible for assisting the Chief, Bureau of Audits by developing the overall audit schedule and job assignments for the work to be performed; to direct, review and approve the work products under the direction of each Internal Audit Manager (DOA); and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide 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: Plans, coordinates, directs and reviews the work of entire professional auditing staff and clerical personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Administration, to be responsible for assisting the Chief, Bureau of Audits by developing the overall audit schedule and job assignments for the work to be performed.

To direct, review and approve the work products under the direction of each Internal Audit Manager (DOA).

To review and approve the purpose, scope and audit approach of audit projects/job assignments submitted by the Internal Audit Managers (DOA).

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

When determined necessary, to approve the fraud audit plan developed by Internal Audit Managers (DOA) for the purpose of determining whether fraud exists and the appropriate course of action to be taken.

To be responsible for overseeing the conduct of entrance and exit meetings, conferences, etc. with administrative and management level personnel in the audited state department or agency and to ensure such meetings and conferences are held in the utmost professional and effective manner.

To be responsible for the overall direction of audit projects to ensure that professional standards are maintained by reviewing, evaluating and approving auditing policies, procedures, methods and techniques.

To assist the Chief, Bureau of Audits in developing a system of cost and schedule controls over audit projects.

To review final audit reports to determine their accuracy, applicableness and compliance to professional standards and to make changes as necessary and provide the approved final completed audit report to the Chief, Bureau of Audits for signature.

To recommend policy changes to the Chief, Bureau of Audits and to review and evaluate legislation and make recommendations as appropriate.

To confer with federal, state, and private officials on findings and implementation of recommendations.

To assist the Chief, Bureau of Audits in developing internal operating procedures that contribute towards efficient and effective use of resources.

To be responsible for developing training programs to provide instruction to auditing managers and auditors in the use of generally accepted auditing standards, government auditing standards, and internal operating procedures.

To develop and provide information to the Chief, Bureau of Audits for the purpose of developing long-term work programs based on the objectives of the state.

To assist in the development 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 auditing practices and procedures applicable to computer assisted auditing techniques; a thorough knowledge of information systems technology, operations and applications; the ability to plan, direct, supervise, and review the work of all professional auditing staff and clerical personnel; the ability to direct and supervise 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 and to prepare final reports and financial statements; the ability to recognize deficiencies in management controls and procedures and to recommend corrective action; the ability to design, develop, and implement various accounting systems; the ability to interpret program laws, rules and regulations; the ability to develop 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 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 coordinating, managing and directing the work of a professional auditing staff.

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 Created: February 20, 2005