

TRANSPORTATION AUDIT DIRECTOR

KIND OF WORK

Highly responsible work directing a comprehensive audit program.

NATURE AND PURPOSE

The employee in this class is responsible for devising and administering an audit program which economically checks both the correctness and the effectiveness of the Department of Transportation's management practices. The incumbent must assure that the department meets all federal D.O.T. audit requirements while also providing timely and professionally sound audits in response to state needs.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Determine the score and frequency of internal fiscal and operational audits so that federal requirements are met and to assure that senior management has adequate and timely information on the performance of department programs and their managers.

Review and grant final approval to all audit reports to assure their professional soundness and the proper communication of findings to senior management.

Manage a professional auditing staff to assure sufficient number of trained and professionally competent auditors to carry out auditing responsibilities.

Conduct special audits as requested by senior management to assure current information on the progress of crucial programs is available.

Consult with departmental managers and senior professionals on alterations in current management practices so that future adverse audit findings may be avoided.

Direct a program of pre-payment audits of the expenses incurred by organizations supplying the Department of Transportation with goods or services so that state and federal requirements for just payment are met.

Investigate and respond to allegations from the general public that department employees are engaged in illegal or unethical practices so that the business conduct of the department may remain above reproach.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of the laws and regulations governing the use of federal and state funds dedicated for transportation purposes.

Extensive knowledge of professionally acceptable governmental auditing techniques.

Thorough knowledge of common government and private business accounting practices.

Working knowledge of the accounting structure of the State of Minnesota.

Working knowledge of the organizational structure of the Department of Transportation.

Ability to:

Plan and allocate staff time for a complex schedule of audits.

Est.: 2/77
Ckd.: 12/92

T.C.: