

AUDITOR PRINCIPAL, SUPERVISOR

KIND OF WORK

Supervisory, fourth-level professional auditing work.

NATURE AND PURPOSE

Under administrative direction, supervises and performs the most difficult and/or sensitive internal and/or external financial, compliance, operations management performance, information systems or investigative audits or reviews of the activities, controls, records and business systems of governmental agencies/programs, health care facilities, companies and/or other entities and supervises, guides & reviews the work of other advanced-level auditors to ensure: financial records & reports conform to generally-accepted accounting principles (GAAP); audits conform to generally-accepted auditing standards (GAAS) and government audit standards (GAS); proper controls and reporting procedures are in effect; and compliance with state and federal laws and rules. Performs related work as required.

Audit activities may include traditional financial/compliance audits, management/performance audits, internal control assessments, consulting services, and investigative/special reviews. This position is also responsible for reporting the results of audit activities to management on a periodic basis. Positions provide independent, objective assurance and advice to management on issues and operations that present material risk to financial operations within divisions and entity-wide operations.

Positions plan, organize, schedule, assign, direct and review the work of auditors, train and evaluate staff and have the authority to undertake or effectively recommend a majority of the 10 PELRA supervisory functions defined in MS 179A.03 Subd. 17. In addition to supervisory responsibility, the scope of responsibilities and complexity of the audit programs and issues encountered are important allocation considerations to this class.

Positions provide advice & consultation services to senior management and Chief Financial Officers and are expected to effectively recommend & implement corrective actions as directed by the Audit Director, Audit Manager or senior executive staff. Job holders possess deep technical expertise.

This class represents the second-highest supervisory class in the Auditor-series. This class differs from Auditor Senior, Supervisor in that the work involves the most difficult financial, operations and compliance audits and positions have increased responsibility to plan, develop, and execute audit programs and resolve complex and sensitive audit issues. Positions may direct/supervise the work of Senior and Principal advanced-level audit staff, to include supervisory staff. This class differs from Audit Director in that Directors oversee audits/reviews of larger/more complex programs, direct a large number of advanced-level audit staff, and have greater involvement with agency senior & executive-level management in determining audit/review topics & scope and evaluating recommendations and representing the agency to external entities.

Positions typically report to an Audit Director, Agency Internal Audit Manager or to agency executive-level staff charged with oversight of the CFO and senior-level management.

The level of a particular position in a classification series is based on a combination of factors not always present in class specifications. Among these factors are the position's responsibilities within the overall program/operation and its relationship to others in a unit, department and/or state service as a whole.

EXAMPLES OF WORK

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

Plans, organizes, assigns, directs & evaluates the work of audit staff, to include writing & revising position descriptions; hiring & training staff; monitoring the quality, quantity & timeliness of their work and evaluating their performance; providing problem-solving assistance and advice/guidance regarding interpretation and application of professional standards.

Assesses the training & development needs of staff; coaches & trains staff; arranges for and participates in training seminars and monitors employee completion of continuing professional education requirements.

Plans and schedules audits and reviews to ensure audits are conducted in an effective, efficient and professional manner by developing an understanding of the business areas under review; reviewing changes in applicable regulations; determining or effectively recommending the objective(s), scope and approach to be used; developing new or modified procedures to meet special audit or review needs; meeting with the auditee to discuss concerns/anticipated difficulties and ways to enhance the audit's efficiency; and developing a detailed work plan, budget and timetable.

Performs, directs or oversees the execution of audits & reviews to ensure they meet objectives, are completed efficiently and within budget and on time by monitoring the progress of audits/reviews and adjusting the work plan, timetable and staffing level as needed; leading entrance & exit conferences; employing computer-assisted audit techniques wherever feasible & appropriate to improve the effectiveness & efficiency of audits; providing guidance & oversight to audit staff and assessing, directing and evaluating their work; providing problem-solving assistance as needed; and documenting audit work performed.

Prepares, edits or reviews & approves final drafts of audit/review reports to ensure audit/review objectives, scope & approach are clearly stated; audit evidence is complete, organized and supports findings; opinions & recommendation are appropriate; and reports are well-written and meet agency and professional standards by reviewing and editing draft reports as necessary and presenting audit/review findings and recommendations to agency and audited entity management. Performs follow-up reviews to determine progress or status of corrective actions.

Interprets audit results to administrators of the audited program during exit conferences to inform them of the audit analysis of the financial statement, effectiveness of administrative controls, and additional training needed by scheduling a conference, advising and making

recommendations on financial and management practices, and supplying data needed to comply with federal and state laws.

Reviews and evaluates permanent audit files during and upon completion of the audit/review to ensure that they provide accurate & useful data and include internal control information by developing new files, and reviewing files developed/updated by audit staff members.

Testifies in litigation to ensure factual data is accurately compiled and presented by researching and analyzing financial data, cost reports, related cases, applicable rule provisions, and writing reports to be used by the Attorney General's Office in litigation.

Evaluates and recommends modifications to computer systems to ensure that adequate controls are included by selecting databases to audit and analyzing systems reports for accuracy and errors.

Composes press releases for review and approval by management; assists with legislative presentations and/or requests for information.

Coordinates investigations resulting from allegations, complaints and/or special reviews. Has unrestricted access to all agency activities, records, systems, property, and personnel. Develops communication channels to encourage and facilitate reporting from internal or external sources. Conducts investigations, documents evidence and reports results to executive management.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's) REQUIRED

(The KSA's required may vary somewhat from position to position, depending on the type of auditing and responsibilities/duties, i.e., a position may not require all the KSA's listed below, nor does the list include all that may be required.)

Knowledge of:

Generally Accepted Accounting Principles (GAAP) and pronouncements of the Government Accounting Standards Board (GASB); Generally Accepted Auditing Standards (GAAS) and Government Auditing Standards (GAGAS) for the professional practice of internal auditing sufficient to determine compliance of reviewed practices with same; evaluate accounting policies & practices and the fairness of financial statement presentation; evaluate auditees' internal controls and operational performance and provide direction to staff.

Code of Ethics and the International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors (IIA); Internal Control Framework (COSO); Enterprise IT Framework (COBIT); and applicable governance practices.

Federal and/or state laws, rules and program policies and procedures applicable to the audit/review/investigation topic sufficient to determine compliance with same. Government Data Practices Act (MS Chapter 13) and Whistleblower Act (MS 181.932).

Risk assessment and internal control concepts & methods sufficient to evaluate the effectiveness of an agency's control environment.

Sampling methods sufficient to select a representative sample that will permit drawing conclusions about population values at the desired level of confidence.

IS auditing (standards, methods, tools & techniques) and technology sufficient to ensure that adequate internal controls are included in the design, development, testing, implementation and maintenance of computer systems – *some positions*.

Forensic computer tools sufficient to conduct or oversee investigations.

Technology environment (systems and processes).

Human resource policies, procedures and labor contracts sufficient to interview and select staff in accord with State policy/procedure; assign, direct & evaluate work performance and discipline/reward subordinate staff.

Depending on the position, current certification as a Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Information Systems Auditor (CISA) and/or Certified Government Auditing Professional (CGAP) may be a requirement.

Skill in:

Oral communication skills sufficient to communicate effectively with various levels of internal/external staff & management and to both small and large groups (e.g., lead & participate in entrance & exit conferences; explain audit standards & policy; interview staff at the audited organization; train staff; present & defend audit/review findings and recommendations to agency/entity management; testify in court and legislative hearings; and effectively communicate technical information to various audiences).

Written communication skills sufficient to draft, edit & complete clear, concise final reports of audits/reviews/investigations, including sound recommendations for fiscal, operational and system changes & improvements and write/edit copy for promotional & informational publications.

Human relations/interpersonal skills sufficient to interact with agency executive and senior management, other state officials (e.g., OLA staff), legislators and a variety of internal & external clientele in a courteous, constructive and effective manner; communicate audit/review/investigation findings and recommendations in a tactful, effective manner; and develop and maintain effective workplace relationships with all levels of the agency staff.

Computer skills (e.g., e-mail, word-processing, database/query, spreadsheet, presentation graphics, Internet browser & search software audit tools/software).

Use of forensic computer tools sufficient to conduct or oversee investigations.

Organize, plan and prioritize work effectively and complete it on time sufficient to produce quality work on time, and to monitor/oversee the progress of large, complex audits/reviews and ensure timely completion.

Ability to:

Effectively supervise audit staff and audit teams (i.e., plan, organize, assign, direct & evaluate the work of audit staff, assess staff training & development needs and coach/train audit staff) sufficient to effectively and efficiently conduct financial and/or compliance audit/review engagements, identify risks associated with business processes and recommend feasible, cost-effective controls, to include directing engagement planning, field work and ensuring all findings, recommendations, management responses, and written reports are supported by documentation.

Respond to agency personnel inquiries or complaints regarding internal audit issues and/or allegations or suspicion of fraud/violations, interview subjects of investigations and appropriate personnel, gather relevant information, and perform a preliminary assessment of the situation.

Conduct/coordinate/direct audit & reviews, including engagement planning and ensuring all findings, recommendations, management responses, and written reports are supported by engagement documentation, and coordinate/direct consulting, advisory and risk assessment activities.

Ability to effectively & professionally represent the agency at entrance & exit conferences, legislative hearings, meetings with the OLA, or as a representative on committees, taskforces or at conferences/seminars.

Maintain the confidentiality of data and information sources by not inappropriately disclosing sensitive/confidential information.

Maintain a neutral, objective position in all work assignments.

Analyze complex data/information, issues/problems and systems.

Analytical ability and judgment sufficient to identify & assess risks; evaluate & develop internal controls; determine audit/review priority, objectives, scope, issues and information needed; develop an approach that is effective & efficient; guide audit teams through technical issues/problems; assess compliance with and draw accurate, sound conclusions that involve the application of laws, policies, accounting principles and auditing standards to entity practices; draw accurate/sound conclusions and develop recommendations/solutions to improve policy/procedure and remedy detected problems.

Demonstrated problem-solving ability (ability to recognize problems, identify causes, identify & evaluate alternatives, and recommend/choose the most effective action/solution).

Negotiate and resolve conflicts.

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TC:
Former Title(s):