



AD-AUDITING ACCOUNTANT, SUPERVISING SENIOR

CHARACTERISTICS OF WORK:

This is professional accounting and auditing work on a management level. It involves the overall supervision, coordination of effort, effective use of personnel, approval of audit program changes, and final on-site review of completed audits for one or more audit engagements in progress at the same time. Incumbents attend and/or conduct audit exit conferences with the entity's management at all levels of state and local government. The work involves the evaluation of all subordinates assigned to the engagements under supervision. Direct, in-charge, supervision of an audit engagement in an agency or institution maintaining a large and complex accounting system may be required; also, incumbent will serve as auditor-in-charge of special audit teams. Work includes making arrangements with entity's management to provide adequate working space; reviewing the entity's organization chart to determine lines of authority, location, function, and relative importance of each agency unit; and reviewing the agency's accounting procedures. Subsequent to the close of an audit engagement, the incumbent must review working papers and build a permanent file for future audits. Supervision is exercised over subordinate Accountants. Except for cursory supervision, incumbent generally works without the need of direct supervision of higher authority.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

One (1) year of satisfactory employment as an Auditing Accountant, Senior with the Department of Audit.

OR

Education:

A Master's Degree from an accredited four-year college or university which must include the coursework defined below;

AND

Experience:

Three (3) years of experience related to the described duties.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university which must include the coursework defined below;

AND

Experience:

Four (4) years of experience related to the described duties.

Required Course work

Principles of Accounting 3 Hours
Intermediate Accounting 3 Hours
Principles of Auditing 3 Hours

The remaining 12 hours may be selected from:

Principles of Accounting II
Intermediate Accounting II
Income Tax Accounting I and II
Governmental Accounting
Advanced Accounting
Managerial Accounting
Cost Accounting

Substitution Statement:

Certification by the State of Mississippi as a Certified Public Accountant (CPA) may be substituted for two (2) years of the required work experience.

Certification by the State of Mississippi as a Certified Internal Auditor (CIA) may be substituted for one (1) year of the required work experience.

Documentation Required:

Applicant must attach a valid copy of his/her transcript or other evidence to verify completion of required coursework.

Applicant must attach a valid copy of his/her certification as a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA), when applicable.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The incumbent is frequently required to stand and walk. The incumbent is occasionally required to stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly

from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork. Continuously evaluates and adapts; copes effectively with change. Allows self and others to make mistakes and learns from those mistakes. Adheres to high ethical standards.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement. Models appropriate behavior. Recognizes and develops potential in others; mentors.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Communication Skills: Shares information in writing or verbally.

Concisely and correctly answers questions and/or advises, explains, or conveys information to internal/external customers and other professionals. Asks appropriate questions to gain information to accurately account for transactions and to resolve pertinent issues. Participates effectively in meetings, seminars, and training sessions. Presents written and oral information using proper grammar, punctuation, and content. Appropriately documents information using tools such as: journal entries, work papers, letters, e-mails, reports, memorandums, etc. Exercises professional courtesy in all communications.

Workflow Management: The ability and willingness to perform work within defined specifications and timelines and to manage conflicting priorities.

Schedules and manages workload to assist in achievement of desired goals. Effectively utilizes agency assets such as work time, computer equipment, supplies, etc. Resolves all tasks timely and accurately. Exercises appropriate level of professional skepticism based on information obtained. Adapts to a variety

of situations and surroundings. Pays close attention to details and has the ability to work in a multi-task environment.

Functional Capability: Possesses or is capable for developing the specific knowledge and technical abilities to succeed in the specified position.

Possesses knowledge or proper accounting/auditing procedures such as accounts payable and related areas, financial entry preparation, fund accounting, and account reconciliations. Exercises an analytical thinking process. Possesses the ability to supervise subordinates assigned to audit engagements.

Professional Maturity: Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled, and enables the incumbent to deal with situations in the workplace in a professional manner.

Able to assess the situation and appropriately respond. Exhibits the appropriate degree of confidence, assertion, tolerance, patience, and empathy. Knows when to refer an issue to the appropriate level of management. Complies with agency standards. Responds appropriately to supervision and administrative decisions. Exhibits positive, influential attitude and work ethic among peers within work unit. Takes initiative to accomplish goals. Maintains appropriate standards of confidentiality and objectivity.

Audit Performance: Has the abilities and attributes to successfully perform the duties of an audit.

Possesses and applies appropriate level of accounting knowledge to analyze, record, and understand financial information. Supervises one or more audit engagements in progress at the time. Evaluates the work quality of subordinate accountants. Attends/conducts audit exit conference with an entity's personnel, management, and boards/commissions. Reviews work papers for completeness and usefulness to the audit effort.

Technical: Is proficient in operating technical equipment in performing duties of the job. Uses computer software to complete assigned tasks, meet agency goals, and produce required results.

Possesses knowledge of Microsoft and other software products including but not limited to the following: Windows, word processing and spreadsheet applications, Internet applications, and general ledger software.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

Working Through Others: Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Supervises and reviews the work of audit staff.
2. Plans and establishes audit time budgets and compiles data to track progress of audits.
3. Provides technical assistance to audit entities.
4. Reports on audit findings at exit conferences.
5. Travels to work assignments.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Supervises one or more audit engagements in progress at the same time.

Evaluates the work habits and work quality of subordinate accountants.

Evaluates and approves audit procedure changes made during examination by Senior Auditing Accountant in charge.

Attends/conducts audit exit conference with an entity's personnel, management, and boards/commissions.

Determines the method of presentation of audit findings and exceptions.

Reviews work papers for completeness and relative usefulness to the audit effort.

Provides assistance for federal and state compliance and accounting issues.

Reviews work of audit staff.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.