



AD-PERFORMANCE AUDITOR II

CHARACTERISTICS OF WORK:

This is an experienced professional staff level of work in performance auditing. A Performance Auditor II is required to perform a wide variety of activities that require intuition, logic, analytical ability, technical knowledge, and communication skills. This position is responsible for applying auditing, business, management, and social science research methods to evaluate the efficiency, effectiveness, and impact of public programs.

Employees in this classification work under the supervision of Performance Auditor IIIs, IVs and the Performance and Management Audit Director. They may serve as an auditor-in-charge on audits of limited scope and complexity.

MINIMUM QUALIFICATIONS:

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in Accounting, Business Administration, Communications, Computer Science, Economics, Finance, Government, Law, Management, Political Science, Public Administration, Psychology, Sociology, or a related field;

AND

Experience:

Three (3) years of experience related to the described duties, of which two (2) years must have been directly related experience.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in Accounting, Business Administration, Communications, Computer Science, Economics, Finance, Government, Law, Management, Political Science, Public Administration, Psychology, Sociology, or a related field;

AND

Experience:

Four (4) years of experience related to the described duties, of which two (2) years must have been directly related experience.

EXAMPLES OF WORK:

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

Assists in formulating research questions that are responsive to legislative concerns.

Assists in developing valid and reliable research methods.

Assists in preparing detailed audit programs.

Provides specialized technical assistance and advice on research methods.

Collects and analyzes data to measure program impact, effectiveness, and efficiency, as well as compliance with statutory and regulatory requirements.

Exercises professional judgment on data analysis. For those with accounting backgrounds professional judgment is to be exercised on financial accounting and reporting matters.

Provides accurate, valid, and reliable results of assigned audit tasks.

Prepares supporting analyses and detailed and summary work papers.

Assists in the examination of financial statements that are prepared in accordance with generally accepted accounting principles when necessary to meet audit objectives.

Reviews management accounting techniques.

Assists in financial analysis, budget and performance measures review, and management information systems review.

Develops audit findings, conclusions, and recommendations.

Reviews audit reports.

Prepares written reports.

Makes oral presentations.

Completes performance appraisals of subordinates.

Assists in certain other tasks assigned such as planning and presenting training, maintaining audit manuals and directives, and completing other projects as required.

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.