



AD-AUDIT BRANCH MANAGER

CHARACTERISTICS OF WORK:

This position involves professional accounting and auditing work at an administrative level within the Department of Audit. Incumbent reviews all audits made of entities assigned to the division; revises and updates primary audit program for field auditors; designs or approves audit schedules; prescribes format of audit reports; and approves all comments to be included in audit reports. The work includes coordinating audit assignments with Division director, assisting the department director and the State Auditor in the formulation of audit procedures and policies, and assuring that all questionable audit findings are referred to the Investigative Audit Division. In accordance with statutory authority, an incumbent in this position designs and prescribes systems of accounting for state agencies and political subdivisions of the State, and has approval authority over system modification, procedure changes, and internal control policies. General supervision is received from the Division director.

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:

Experience:

One year of satisfactory employment as an Auditing Accountant, Managing.

OR

Education:

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

AND

Experience:

Five (5) years experience related to the described duties of which three (3) years shall have included managing the work of professionals in auditing activities.

OR

Education:

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

AND

Experience:

Six (6) years experience related to the described duties, one (1) year of which must be directly related and three (3) years of which shall have included managing the work of professionals in auditing activities.

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 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.

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.

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

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. Involved in professional organizations.

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, leads others to life-long learning by example.

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 and Resource Management: The ability and willingness to ensure work is performed within defined specifications and timelines and to manage conflicting priorities.

Knows the work of the area of responsibility. Understands the impact of their area of responsibility to the global operation and mission of the agency. Utilizes the resources of the area efficiently and effectively. Prioritizes work assignments. Monitors the progress of tasks to insure completion by deadline. Reviews

the work of employees for quality and quantity. Insures coordination of activities of area of responsibility with other entities as required. Performs tasks of subordinates as required to insure effective workflow. Solves problems that arise in day-to-day operations.

Staff Development: Maintains a strong commitment to recruit and develop successful employees.

Recruits and interviews capable employees. Orients and trains new employees who are immediate subordinates. Monitors employees' performance for training/development needs. Designs development plan for employees. Schedules work to allow for training. Evaluates and rates employee performance. Offers growth opportunities for employees. Recommends personnel actions to Executive Level.

Audit Review: Performs reviews of all audits made of entities assigned to the division.

Possesses and applies appropriate level of accounting knowledge to analyze, record, and understand financial information. Reviews all audits made of agencies assigned to a division of the department. Ensures compliance with standard accounting procedures and to ensure that audit findings are reported to the appropriate authorities. Monitors and modifies audit schedules to ensure that audits are performed in a timely manner. Oversees division operations to ensure quality control.

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.

Exhibits the ability to work through challenges and create opportunities. Has the ability to work through adversity and hold self and others accountable for work actions. Takes risks appropriate to ones level of responsibility. Acts as a settling influence in a crisis. Emulates proven leaders.

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

Communicates organizational vision and understands effects of decisions on the organization and on other organizations as well as how external factors impact the organization. Acts as a change agent by initiating and supporting change within the agency. 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.

Recognizes and appreciates diversity. Creates synergistic teams using strengths of all team members. Delegates effectively, sharing both responsibility and accountability. Empowers employees and trusts others to perform without micro-managing. Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others.

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

Identifies, analyzes, and solves problems. Develops standards of performance and knows what and how to measure. Uses change management skills to bridge the gap between current and desired performances. Pushes self and others for results.

Resource Management: Acquires, effectively and efficiently administers, and allocates human, financial, material, and information resources.

Demonstrates ability to plan, prioritize, and organize. Works to develop and implement strategic planning for the agency. Assesses current and future staffing needs based on organizational goals and budget realities. Recruits, develops and retains a diverse workforce.

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. Reviews all audits, and advises and updates primary audit programs for field Auditors.
2. Monitors activities of division to ensure timeliness and quality of operations.
3. Provides technical assistance.

EXAMPLES OF WORK:

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

Plans, assigns, and periodically reviews the significant work of auditing personnel.

Reviews all audits made of agencies assigned to a division of the department to ensure compliance with standard accounting procedures and to ensure that audit findings are reported to the appropriate authorities.

Revises and updates primary audit programs for field auditors.

Monitors and modifies audit schedules to ensure that audits are performed in a timely manner.

Oversees division operations to ensure quality control.

Answers information requests from entities assigned to the division either directly or through the division staff.

Provides input into the design of systems of accounting for state agencies and political subdivisions of the state.

Researches state and federal guidelines to provide technical assistance to entities.

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.