



DHS-INTERNAL AUDIT ADMINISTRATOR

Characteristics of Work

This is professional auditing work of an administrative nature involving assisting with the planning, organizing, and directing of a section of at least three (3) persons and coordinating the work of one (1) level of supervision. Incumbent schedules audits, coordinates audit assignments, and reviews completed audits for consistency and adherence to established format. The work includes assisting subordinates in resolving complex audit problems at a fiscal or compliance level, devising audit work papers, and presenting final audit reports to the agency's Audit Review Committee. Supervision is exercised over subordinate auditors and is received from an administrative superior.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual agency.

Develops effective audit plans and schedules to meet agency, state, and federal reporting requirements.

Reviews completed audit work papers to ensure compliance with audit program, completeness, and adherence to pertinent policies, regulations, and procedures.

Monitors overall audit program to evaluate and improve cost effectiveness.

Maintains thorough working knowledge of applicable federal and state laws to inform staff of changes and any impact which such changes might have.

Presents completed audit report(s) to agency Audit Review Committee.

Related or similar duties are performed as required or assigned.

Minimum Requirements

A Master's Degree from an accredited four-year college or university in accounting, business administration, or a related field including or supplemented by fifteen (15) semester hours in accounting and three (3) years of experience in work related to the above described duties;

OR

A Bachelor's Degree from an accredited four-year college or university in accounting, business administration, or a related field including or supplemented by fifteen (15) semester hours in accounting and four (4) years of experience in work related to the above described duties.

Substitution Statement

Certification as a Certified Public Accountant or as a Certified Internal Auditor may be substituted for two (2) years of the required experience.

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