

AUDIT DIRECTOR

KIND OF WORK

Supervisory, fifth-level professional auditing.

NATURE AND PURPOSE

Under administrative direction, supervises the most difficult and 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 gov't agencies/programs, health care facilities, companies and/or other entities, and guides & evaluates the work of advanced-level auditors to ensure: financial records & reports conform to generally-accepted accounting principles (GAAP); audits conform to generally-accepted auditing standards (GAAS) and gov't audit standards (GAS); proper controls and reporting procedures are in effect; and compliance with state and federal laws & rules. Performs related work as required.

Positions plan, schedule and direct/oversee all agency audit/review activities, to include providing independent, objective assurance and advice on issues and operations that present material risk to the agency and reporting the results of audit/review activities and recommended corrective actions to management. Audit activities may include traditional financial/compliance audits, reviews, management/performance audits, internal control assessments, consulting services and investigations. Positions ensure audits, reviews and investigations meet stated objectives and result in accurate, timely audit reports that comply with professional audit standards & agency Internal Audit Division policy. Activities provide independent, objective, timely assurance to management and to the Internal Audit Committee that proper controls, risk management and governance processes are in place by ensuring key risks and transaction types are properly controlled & monitored, and internal controls are effective and working as intended.

Positions may focus on external and/or internal auditing, to include conducting & supervising: analyses & audits pursuant to enforcement action & evaluating changes to industry regulations; financial analyses of businesses pursuant to determining financial soundness and approving licenses; rate-setting analysis, policy & process development and data management; or external and internal audits of state funds & tax levies.

In addition to supervisory responsibility, the number and level of staff; the variety, scope, size and complexity of programs audited/reviewed and the issues encountered are important considerations in allocating positions to this class.

This class represents the highest supervisory class in the Auditor-series. Positions supervised typically include advanced professional-level supervisory and non-supervisory audit staff.

Positions plan, organize, assign and direct 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. Supervisory responsibilities performed by employees in this class include: planning, assigning and directing work; making (or effectively recommending) hiring & disciplinary decisions; writing and revising position descriptions; and conducting performance evaluations.

Positions have unrestricted access to senior management and all agency activities, records, systems, property, and personnel. Although positions have no responsibility for or authority over agency management activities, they possess wide latitude for independent action within the scope of assigned responsibilities and in implementing the results of the consulting activities.

Positions typically report administratively to the agency head or deputy, and functionally to the Internal Audit Committee.

The class differs from Auditor Principal, Supervisor in overseeing audits/reviews of larger/more complex programs, directing a larger number of advanced professional audit staff, overseeing all types of audits/reviews and having greater involvement with agency senior & executive-level management in determining audit/review topics & scope and evaluating recommendations. Positions routinely meet with agency leadership, and provide advice on agency policies, operations, and business processes, and represent the agency to external audit groups, other government agencies and the legislature on matters related to audits/reviews. This class differs from Agency Internal Audit Managers in being “supervisory,” not “managerial.”

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 is the position’s responsibility 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.)

Establishes/implements audit, review and investigation policy, standards, procedure, protocols and report formats that comply with professional standards. Serves as the agency’s representative with outside agencies and contractors concerning audit policy and requirements.

Plans, assigns, directs & evaluates the work of audit staff, to include writing & revising position descriptions; effectively recommending hiring & disciplinary actions; training staff; conducting performance evaluations; and providing guidance on the application of audit 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.

Develops a comprehensive, flexible, risk-based annual/biennial audit & review work plan (recommendations regarding entities/activities to be audited/reviewed; objectives, scope & priority; and approach) for IA Committee approval that is aligned with the agency’s strategic plan and addresses priority risk management, control and governance needs.

Develops or reviews audit/review/investigation-specific work plans (in collaboration with agency management and audit supervisor or auditor-in-charge, determines or effectively recommends the entity/activity, objective(s), scope, depth, approach/method, staffing level, schedule/timeline, budget, etc.) to ensure audits are conducted in an effective, efficient, timely and professional manner.

Performs, directs or oversees the execution of audits, reviews and assigned investigations of varying size & complexity to ensure they meet objectives and financial, professional and agency standards, and 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; directing and evaluating the work and resolving problems as necessary; and documenting the audit work.

Prepares, edits or reviews & approves final drafts of audit/review reports (after the audit supervisor or auditor-in-charge is satisfied with the thoroughness and resolution of audit issues) to ensure audit/review objectives, scope & approach are clearly stated; audit evidence is complete, organized and supports findings; opinions & recommendations/jointly-developed plans for action are appropriate; and reports are well-written and meet agency and professional standards. Attends exit conferences and presents audit/review findings and recommendations to agency or audited entity management, to the IA Committee, to legislators and federal officials and answers questions from the media. Follows up on recommendations to determine that actions to implement change have occurred. Composes press releases for review and approval by management and delivers presentations to legislators/legislative staff.

Performs, supervises or oversees risk assessments and evaluations of internal controls by leading a process with executive leadership and senior management to identify, describe and prioritize key risks, evaluating the control environment and developing & evaluating the effectiveness of internal controls.

Performs or supervises the examination of financial records, statements & reports against applicable standards for assigned funds to ensure accurate financial reporting, to include compliance with the Federal Single Audit Act, coordination of federal sub-recipient funds/grant monitoring and recommending changes or improvements in the presentation and disclosures.

Coordinates agency activities with the OLA when they are performing annual financial audits and periodic program reviews so audits/reviews are performed with maximum efficiency and minimal work disruption; advises management of interim OLA findings; oversees preparation of the agency's response to interim/final findings & recommendations; and recommends & implements solutions to correct identified issues/problems.

Supervises or conducts assigned investigations in response to suspected or alleged irregularities, misconduct or unlawful activity of agency or client agency employees, reporting findings & recommended changes to applicable internal controls.

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

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 system reports for accuracy/errors and ensuring thorough testing is performed at appropriate stages.

Plans, directs, and coordinates the audit consulting or advisory activities of the Internal Audit department. Consults/advises in the development of control structure improvements throughout the agency. Serves in an advisory capacity to the CFO, IA Committee, agency head/deputy and agency managers/supervisors on all internal control-related matters. Provides direction and leadership consultation for best practices on internal control structure and implementation of the COSO model. Oversees development and installation of methods and procedures established pursuant to consulting activities.

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), Generally Accepted Auditing Standards (GAAS) and standards for the professional practice of internal auditing (IIA Code of Ethics and Standards) and risk assessment & internal control concepts/methods/governance practices (COSO internal control framework) sufficient to determine compliance of reviewed practices with same, evaluate accounting policies & practices and the fairness of financial statement presentation, internal controls, operational performance and provide direction to staff.

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

Forensic computer tools sufficient to conduct or oversee investigations.

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

Federal or State laws, rules, policies, procedures and accounting practices applicable to the audit/review topic, entity or business/industry sufficient to determine compliance with same.

Relevant state and agency policies and procedures; Government Data Practices Act (MS Chapter 13); Whistleblower Act (MS 181.932).

Human resource policies, procedures and labor contracts sufficient to interview and select staff in accord with State policy/procedure, and assign, schedule, 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; train staff; present & defend audit/review findings and recommendations to agency/entity management; testify in court and legislative briefings/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 draft/edit material 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 agency staff.

Computer skills (e.g., e-mail, word-processing, database, spreadsheet, presentation graphics, charting, Internet browser & search software, IS audit tools, forensic tools) sufficient to download & record data, analyze information, develop tables & charts, and summarize audit findings.

Ability to:

Effectively supervise audit staff and audit teams (i.e., ability to effectively plan, organize, assign, direct & evaluate the work of audit staff and assess & address their training & development needs.

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 laws, policies, accounting principles, auditing standards and entity practices; draw sound conclusions and develop recommendations to improve policy/procedure and remedy detected problems.

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.

Problem-solving ability (ability to recognize problems, identify causes, identify & evaluate alternatives, and recommend/choose the most effective action/solution) and ability to negotiate solutions and resolve conflicts.

Leadership ability sufficient to provide effective strategic and tactical direction to the internal audit function, and draft audit/review policy & procedure.

Administrative ability sufficient to effectively plan, organize, coordinate and direct multiple audits/reviews/investigations concurrently.

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

Take an active role in professional organizations and network with other internal audit and/or internal control professionals

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TC:

Former Title(s):