



Office of the State Auditor

AUDIT MANAGER (Boston) 2 positions

OSA Posting Number 2012-06

SALARY RANGE: \$68,000 - \$82,000 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES

Based in the Boston Office of the OSA, the Audit Manager leads the ongoing operation of a number of audits and has responsibility for the process, work product, and timeliness associated with the completion of these audits.

SUPERVISION RECEIVED

Work directly under the supervision of one or more Division Directors.

SUPERVISION EXERCISED

Exercise direct supervision over Auditors-in-Charge (AICs), reviewing audit work papers and reports for completeness and accuracy. General supervision over a large number of staff engaged in auditing activities.

DUTIES AND RESPONSIBILITIES

Audit Managers in the OSA are expected to carry out the following work:

- Analyze assigned audits and projects to determine their complexity and the skills and resources needed for timely completion;
- Assess the progress of ongoing audit engagements to:
 - Determine if changes in scope or objectives are required,
 - Provide technical advice and consultation,
 - Assure completeness and accuracy of technical substance,
 - Ensure compliance with OSA and Yellow Book standards and policies,
 - Ensure conformity with approved audit programs.
- Ensure that audit progress reports, surveys, programs and other internal reporting documents are submitted in a timely and accurate manner;
- Ensure that all audit reports are complete, accurate, well-written and follow the standard format, with all findings attributed and substantive;
- Coach, support and evaluate the performance of AICs and review the personnel evaluations of audit staff;
- Provide in-depth progress reports to the Audit Director for ongoing audits and prepare preliminary briefings on findings resulting from these audits;
- Make recommendations to the division Directors relative to the agency, institution, or program to be audited and the specific areas targeted for review;
- Actively seek input from AICs regarding staff training needs and make appropriate referrals;
- Professionally represent the OSA at meetings with agency officials, contractors, grantees and others;
- Perform other duties as assigned by a Director



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MINIMUM QUALIFICATIONS

The successful candidate will possess and/or demonstrate:

- A bachelor's degree and 7 – 9 years of experience in auditing, at least three of which must be in a supervisory role.
- An advanced degree in Business Administration, Public Administration or CPA, CGFM or CFM Certification may be substituted for 2 years of experience;
- Experience in the management of audit teams, including assignment of audit work and supervision of field auditors to insure timely and high quality audit work.
- Experience in the preparation of clear, logical and coherent audit reports;
- Strong knowledge of Government Auditing Standards as expressed in the current edition of the GAO "Yellow Book";
- Thorough knowledge of the fundamentals of auditing and/or accounting theory and practice;
- Strong command of the laws, rules and regulations most frequently used in audit engagements;
- Effective and professional oral and written communications skills;
- Proficiency with Microsoft Office, specifically Word, Excel and Access;
- High-level understanding and proficiency in the use of TeamMate (OSA Auditing Software);
- Experience with Massachusetts Management Accounting and Reporting System (MMARS) and the Commonwealth Information Warehouse (CIW)
- Experience with ACL and data-mining tools and techniques
- Expertise in exercising discretion in handling confidential information.

PREFERRED QUALIFICATIONS

Experience and expertise in the following areas will also be important considerations:

- Audit pre-planning and determination of audit objectives;
- Performance of complex or specialized audits requiring the application of technical knowledge and expertise;
- Conducting major audit engagements and solving complex audit problems, in a timely manner;
- Exercising independent judgment in an acceptable and professional manner;
- Evaluating the performance of assigned audit staff;
- Recommending sound methods and procedures in order to remedy accounting errors and irregularities; and,



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- Through knowledge of internal controls including the elements of the Committee of Sponsoring Organization's (COSO) Internal Control-Integrated Framework.

We require that all applicants have a valid Massachusetts driver's license and that they maintain a safe driving record.

Please submit your cover letter and resume electronically, no later than March 14, 2012 to OSA.applications@sao.state.ma.us, referencing OSA Posting Number 2012-06 in the subject line.

The Office of the State Auditor is committed to providing equal employment opportunities. Employment actions such as recruiting, hiring, training, and promoting individuals are based upon a policy of non-discrimination. Employment decisions and actions are made without regard to race, color, gender, religion, age, national origin, ancestry, sexual orientation, gender identity and expression, disability, military status, genetic information, political affiliation, or veteran's status.