Office of the State Auditor

AUDIT SUPERVISOR
REGIONAL – WESTERN / CENTRAL MASS

Posting Number 2013-15-16

SALARY RANGE $53,000 - $79,947.00 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES:

Based in the Marlboro or Chicopee Regional Offices of the OSA, the Audit Supervisor will supervise audit teams conducting field audits of various programmatic and fiscal activities within the Commonwealth in order to insure efficient and high quality preparation of audit work papers and audit reports.

SUPERVISION RECEIVED:

Work under the direct supervision of an Audit Manager who reviews audit work papers and reports for completeness and accuracy and who provides audit scope direction.

DUTIES AND RESPONSIBILITIES

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

- Supervise audit teams engaged in the analysis and review of various programmatic and fiscal activities within the Commonwealth;
- Plan, perform and/or oversee complex and large audits by defining the scope and parameters in order to assess the level of agency compliance with applicable laws, rule, regulation and policies;
- Assign staff to specific sections of audits and monitor their progress;
- Provide technical advice and consultation to field staff during the audit regarding audit activities and particular problems encountered;
- Review exception sheets prepared by field staff and provide guidance on the disposition of items disclosed;
- Ensure that assignments are conducted in conformance with approved audit programs, and departmental standards and policies;
- Research pertinent rules, regulations and statutes which impact upon the subject matter of the audit;
- Review and evaluate policies and procedure of agencies to ensure proper safeguards and internal controls;
- Prepare audit findings that are well written, attributed and fully documented;
- Prepare audit reports and ensure that supporting work papers are accurate and complete.
- Participate in conferences with agency representatives relative to the conduct of the audit;
- Provide timely updates to the Audit Manager;
- Develop an understanding of the laws, rules and regulation most frequently used in audit engagements;
- Develop an understanding and proficiency in the use of TeamMate (OSA Auditing Software);
- Develop an understanding of the OSA Audit Policy Manual and the OSA Personnel Policy & Procedures Manual;
- Prepare timely and complete End-of-Audit reviews for each team member at the close of each engagement; and
- Prepare performance evaluations of assigned audit staff.

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AUDIT SUPERVISOR

REGIONAL – WESTERN / CENTRAL MASS

MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate:

- Bachelor's degree, preferably in Accounting, Finance, Business Administration or related field
- At least 5 years full time or equivalent part-time experience, the major duties of which included at least 2 of the following: audit experience, supervisory experience, experience in developing audit findings, experience in preparing audit reports.
- Working knowledge of Generally Accepted Government Audit Standards (GAGAS)
- Working knowledge of Generally Accepted Accounting Principles (GAAP)
- Proficiency in Microsoft Word, Excel, and Access
- Detail oriented with strong analytical, written and oral communication skills
- An advance degree (MBA, MPA, MS Accounting, MS Taxation, MS Finance, etc.) or a certification (CPA, CGFM, CFE, CFM) may be substituted for 2 years of experience
- Ability to travel within regional office territory
- Ability to work independently, manage and mentor staff

PREFERRED QUALIFICATIONS:

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

- Has played a significant role in major audit engagements, or conducted complex or specialized audits requiring the application of technical knowledge and expertise.
- Experience in Computer Assisted Auditing Techniques (CAAT), preferably ACL
- Extensive knowledge of Generally Accepted Government Audit Standards (GAGAS)
- Extensive knowledge of Generally Accepted Accounting Principles (GAAP)
- Exceptional analytical, written and oral communication skills
- Experience in using the Massachusetts Management and Accounting System (MMARS) and the Comptroller's Information Warehouse (CIW)

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

To apply, please submit an electronic copy of a cover letter and resume along with a copy of OSA's Voluntary Self Identification Form, no later than April 24, 2013 to OSA.applications@sao.state.ma.us

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.