Office of the State Auditor

SENIOR AUDITOR – MARLBOROUGH

Posting Number 2014-5-6

SALARY RANGE (Grade 12) CSA946: $44,707.00 - $67,000.00 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES:

Based in the Marlborough Office of the OSA, the Supervise and/or participate in the field audits of various programmatic and fiscal activities within the Commonwealth. Contribute to efforts that lead to the efficient and high quality preparation of audit work papers and audit reports.

SUPERVISION RECEIVED:

Work under the direct supervision of either a Supervising Auditor or an Audit Manager who reviews work products for accuracy and completeness.

SUPERVISION EXERCISED:

Exercise direct supervision over Field Auditors.

DUTIES AND RESPONSIBILITIES:

Senior Auditors in the Office of the State Auditor are expected to carry out the following work:

- Supervise the day-to-day activities of audit field staff engaged in the analysis and review of various programmatic and fiscal activities within the state;
- Assign staff to specific sections of audits and monitor their progress, ensuring timely completion of the audit;
- Research pertinent rules, regulations and statutes which impact upon the subject matter of the audit;
- Advise Field Auditors during audits and assist on particular problems encountered;
- Review audit reports and supporting workpapers for accuracy and completeness;
- Responsible for the preparation of audit findings and deficiencies;
- Compile and edit materials essential to the production of an effective and comprehensive audit report;
- Ensure that assignments are conducted in conformance with approved audit programs, and departmental standards and policies;
- Review exception sheets prepared by field staff and provide guidance on the disposition of items disclosed;
- Participate in conferences with agency representatives relative to the conduct of the audit;
- Assist in the training of assigned field staff and the preparation of performance evaluations of assigned audit staff;
- Perform other duties as assigned.

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MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate:

- Bachelor's degree, preferably in Accounting, Finance, Business Administration or related field
- At least 3 years full time or equivalent part-time experience, the major duties of which included: experience in auditing, data analysis, or has assisted AIC in the development of audit findings and/or the preparation of audit reports.
- Working knowledge of Generally Accepted Government Audit Standards (GAGAS)
- Working knowledge of Generally Accepted Accounting Principles (GAAP)
- Proficiency in Microsoft Office, including Word and Excel
- Strong analytical, written and oral communication skills, with attention to detail
- 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

PREFERRED QUALIFICATIONS:

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

- Has participated in major audit engagements, or complex or specialized audits requiring the application of technical knowledge and expertise.
- Experience in Computer Assisted Auditing Techniques (CAAT), preferably ACL
- Working knowledge of the Massachusetts Management and Accounting System (MMARS) and the Comptroller's Information Warehouse (CIW)
- Knowledge of Microsoft Access

Salary is commensurate with experience.

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

No Phone Calls Please:
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 February 10, 2014 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.