Office of the State Auditor

AUDIT MANAGER
Marlborough Office

OSA Posting Number 2014-55

SALARY RANGE (Grade 15) CSA935: $59,506.41 - $89,260.12 (Commensurate with experience)

The Office of the State Auditor offers a unique opportunity to work in a government environment that is high profile, has high expectations but is also committed to sustaining a healthy work/life balance.

GENERAL STATEMENT OF DUTIES:

The Audit Manager oversees all aspects of four or more simultaneously occurring performance audits of state agencies, departments, programs, and vendors who contract with the Commonwealth. The Audit Manager is responsible for ensuring that all audit work is completed on time and in accordance with generally accepted government auditing standards as well as OSA policies and procedures.

SUPERVISION RECEIVED:

Work under the supervision of one or more Audit Directors.

SUPERVISION EXERCISED:

Exercise direct supervision over Auditors-in-Charge (AICs) and other assigned staff members, typically two to four per audit.

DUTIES AND RESPONSIBILITIES:

Audit Managers in the OSA are expected to perform a variety of tasks, including, but not limited to, the following:

- Analyzing assigned audits and projects to determine their complexity and the staff skills and resources needed for their timely completion.
- Assessing the progress of ongoing audit engagements to:
  - Determine whether changes in scope or objectives are required.
  - Provide technical advice and consultation.
  - Ensure completeness and accuracy of the audit work.
  - Ensure compliance with the standards and policies of the OSA and the U.S. Government Accountability Office's "Yellow Book."
  - Ensure conformity to approved audit programs.
- Ensuring that audit progress reports, surveys, programs, and other internal reporting documents are submitted in a timely and accurate manner.
- Ensuring that all audit reports are complete, accurate, and well written and that they follow the standard format, with all findings fully attributed and supported by the audit work.
- Providing on-the-job training to all assigned staff members, supporting and evaluating the performance of AICs, and reviewing the personnel evaluations of the audit staff prepared by the AIC.
- Providing in-depth progress reports to the Audit Director for ongoing audits and preparing preliminary briefings on findings resulting from these audits.
- Making recommendations to Audit Directors regarding what agencies, institutions, or programs should be audited and what specific areas should be targeted for review.

- Actively seeking input from AICs regarding staff training needs and make appropriate referrals.
- Professionally representing the OSA at meetings and presentations.
- Performing other duties as assigned by a Director.

MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate the following:

- A bachelor's degree and seven to nine years of experience in auditing, at least four of which must be in a supervisory role.
    - Applicable certifications (e.g., CPA, CIA, CGFM, CFE) may be substituted for up to two years of work experience.
- Experience in the management of audit teams, including assignment of audit work and supervision of field auditors to ensure timely and high quality audit work.
- Experience in the preparation of clear, logical, and coherent audit reports.
- Strong knowledge of government auditing standards contained in the current edition of the GAO "Yellow Book."
- Thorough knowledge of the fundamentals of auditing and accounting theory and practice.
- A strong command of state laws, rules, and regulations.
- Exceptional oral and written communication skills.
- Proficiency with Microsoft Office, specifically Word, Excel, and Access.
- High-level understanding and proficiency regarding the use of the TeamMate auditing software.
- Experience with the Massachusetts Management Accounting and Reporting System (MMARS) and the Commonwealth Information Warehouse (CIW).
- Experience with audit command language and data-mining tools and techniques.
- Expertise with exercising discretion in handling confidential information.
- A thorough understanding of public administration and state government.
- Demonstrated leadership skills.
- Experience with developing recommendations that improve performance, provide cost savings, and increase accountability.
- A working knowledge of various management techniques and subject areas such as operations research, data processing, systems analysis, statistics, qualitative and quantitative analysis, organizational and personnel systems, government operations, program policy analysis and other similar areas sufficient to carry out the full scope of the duties and responsibilities of the position;
- Ability to establish rapport and cordial working relationships with key personnel, departments, agencies being audited and other groups and individuals while at all times maintaining a posture of objectivity and independence;

- Ability to supervise a staff of highly skilled professionals with backgrounds and experience in diverse disciplines;

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***No Phone Calls Please*:**
To apply, please submit an electronic copy of a cover letter and resume, no later than October 30, 2014 to OSA.applications@sao.state.ma.us when you apply, we invite you to submit a copy of the OSA's Voluntary Self Identification Form, with your resume.

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.