



Office of the State Auditor

IT AUDIT MANAGER Marlborough

OSA Posting Number 2015-14

SALARY RANGE (Grade 15) CSA935: \$61,291.60 - \$91,937.92 (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 IT Audit Manager oversees all aspects of four or more simultaneously occurring IT audits of systems or applications and/or performance audits of state agencies, departments, programs, and vendors who contract with the Commonwealth.

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:

An IT Audit Manager in the OSA is 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. Making sure all audits are completed on schedule and in compliance with applicable policies and standards.
- 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.



Office of the State Auditor

IT AUDIT MANAGER Marlborough

- Professionally representing the OSA at meetings and presentations.
- Participating in departmental training
- Performing other duties as assigned by a Director.

MINIMUM QUALIFICATIONS:

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

- CISA Certification
- A bachelor's degree and seven to nine years of experience in auditing, at least four of which must be in a supervisory role.
 - Other 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.
- Extensive experience in conducting application and/or performance audits of computer based systems. Ability to assess risks to IT systems and data.
- 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 state information systems including the Massachusetts Management Accounting and Reporting System (MMARS) and the Commonwealth Information Warehouse (CIW), the Banner system, the Medicaid Management Information system (MMIS), the Banner system and MassCourts
- Experience with audit command language and/or other data-mining tools and techniques.
- Expertise with exercising discretion in handling confidential information.
- A thorough understanding of public administration and Massachusetts state government.
- Demonstrated leadership and teambuilding 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;



Office of the State Auditor

IT AUDIT MANAGER Marlborough

- 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

PREFERRED QUALIFICATIONS:

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

- A Master's degree in Business Administration, Public Administration, Information Systems or a related field and/or CPA, CIA, CGFM or CFE certification(s).
- Extensive Experience in performing and supervising performance audits of government agencies in accordance with GAGAS
- Extensive Experience in using data analytic techniques to identify fraudulent activity
- Extensive Experience in evaluating IT general controls and IT application controls within the COBIT Framework.

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, no later than July 1, 2015 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.