Office of the State Auditor

SENIOR AUDITOR I – IT AUDITS
MARLBOROUGH OFFICE

Posting Number 2015-32

SALARY RANGE (Grade 12) CSA946: $46,048.94 - $69,073.93 (Commensurate with experience)

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

GENERAL STATEMENT OF DUTIES:
Supervise and/or participate in the conduct of various performance audits and information technology ("IT") audits of state agencies, departments, programs, and vendors who contract with the Commonwealth. Contribute to efforts that lead to quality audit work and the preparation of audit reports in accordance with generally accepted government auditing standards. Performance auditors typically examine the performance, impact, and management of government programs and policies. IT auditors typically perform IT focused audits such as, but not limited to, general and application control reviews, system security reviews, and disaster recovery and business continuity reviews. The incumbent in this position will also be tasked with assisting audit staff by providing technical expertise on IT aspects of assigned audits to support data reliability assessments.

SUPERVISION RECEIVED:
Work under the direct supervision of Audit Supervisor who reviews work products for accuracy and completeness.

SUPERVISION EXERCISED:
May provide supervision to member(s) of the audit team.

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

On smaller, less complicated audit engagements, oversee all aspects of the day-to-day activities of the audit, including the planning, supervision of the filed staff, the conduct of all audit work, and the preparation of comprehensive audit reports in accordance with generally accepted government auditing standards.

On larger, more complex audits, work under the supervision of an Audit Supervisor, performing various assigned audit tasks that include, but are not limited to, the following:

- Sections of audits of the accounts and related activities and systems of Massachusetts state departments, institutions, authorities and/or contractors, and other activities and functions of the Commonwealth which are subject to state and federal rules and regulations.

- Assist audit staff in the IT aspects / findings or detail of their assigned audits by providing technical expertise.

- Researching pertinent laws, regulations, policies, procedures, and other criteria relevant to the audit.

- Completing standard audit forms and documents relevant to the audit.

- Assigning audit procedures to staff members to complete and monitoring their progress, ensuring the accurate and timely completion of the audit work in accordance with applicable standards.

- Providing on-the-job training to Field Auditors in all aspects of the audit process, including the development of audit findings, interviewing, report writing, problem resolution, etc.

- Helping develop and prepare audit findings and corresponding comprehensive recommendations that improve performance, provide cost savings, and increase accountability.

- Reviewing audit reports and supporting work papers for content, accuracy and completeness.
- Participating in meetings/presentations with agency representatives relative to the conduct of the audit.
- Conducting performance evaluations of assigned audit staff members.
- Working collaboratively with the Audit Supervisor in fostering positive relationships among the audit staff and auditees.
- Performing other duties as assigned.

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

- BA/BS in Business Administration, Accounting, Computer Science, Information Systems Administration or related field; Masters in Accounting or Information Systems.
- CPA, CISA or CIA certification is a plus.
- 1–3 years of related experience within professional services, internal audit or IT audit preferred.
- Demonstrated experience with internal controls, risk assessments, business process and internal IT control testing or operational auditing.
- Strong background in auditing techniques and/or computer control environments.
- Successful experience identifying controls, developing and executing test plans.
- Demonstrated ability to write report segments and to participate in presentations.

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

- Knowledge of management structures and operations;
- Working knowledge of social science research tools and information sources;
- Experience in auditing.
- Knowledge of the fundamentals of information technology auditing and accounting theory and practice.
- Basic knowledge of the Office of the State Auditor's manuals and Comptroller's Accounting Manual and Internal Control Guide.
- Understanding of information technology audit processes.
- Understanding of generally accepted auditing standards and related guidelines.
- Understanding of IT-related objectives, risks, and control practices.
- Understanding of the fundamentals of related control models, such as COSO and CobiT.

- Knowledge of Microsoft Word, Excel and Access, TeamMate and audit software, such as ACL.
- Working knowledge of state and federal laws as they relate to the IT audit function.
- Knowledge of the mission and structure of State government, and knowledge of the State budget process and related deliverables.
- Basic knowledge of IT processing environments, data communications and networking functions.
- Effective oral and written communication skills.
- Ability to prepare complete, accurate, and valid work papers in an orderly and logical manner in accordance with professional auditing standards.
- Ability to apply professional training to the audit effort and follow oral and/or documented instructions.
- Ability to apply knowledge gained through attendance of meetings, conferences or supervisory instruction.
- Ability to research applicable laws, rules and regulations as they pertain to specific agencies under audit.
- Ability to exercise independent and professional judgment in an acceptable and professional manner.
- Ability to assist in the pre-planning of audits, performance and completion of risk analysis, and the development of audit programs to achieve audit goals and objectives.
- Ability to work as a contributing team member as well as independently.
- Ability to establish and maintain a good professional relationship with departmental and auditee staff.
- Ability to prepare clear, logical and coherent audit conclusions and findings.
- Ability to assess risks to IT systems and data.
- Possess a basic understanding of disaster recovery and business continuity planning.
- Ability to perform data reliability testing on application systems.

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, no later than October 28, 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.