



Office of the State Auditor

ASSISTANT DEPUTY AUDITOR FOR AUDIT OPERATIONS

Posting Number 2019-45

SALARY RANGE (Grade 19) CSA235: \$100,000.00 - \$140,000.00yr. (Commensurate with experience)

The Office of the State Auditor (OSA) Suzanne M. Bump conducts performance audits of state entities and state contractors and recommends improvements to make government work better. The OSA is a recognized national leader in the realm of government accountability, and this position is offers a unique opportunity at the intersection of public policy and effective government administration 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:

The Audit Operations Division of the OSA manages the majority of the work of the State Auditor's Office and currently employs approximately 150 audit staff deployed as field auditors and managers, as well as audit support units including: Quality Assurance, Policy Research, Audit Planning, Audit Training & Professional Development, Data Analytics, Private Occupational Schools, TeamMate, and Editing/Report Processing.

The Assistant Deputy Auditor will have primary oversight responsibility for Policy Research, Audit Planning, Audit Distribution, and Private Occupational Schools activities.

The Assistant Deputy Auditor will be responsible for providing agency-wide leadership by both facilitating and participating in activities that support the goals of the OSA's strategic plan.

<https://www.mass.gov/files/documents/2019/10/24/2018%20Strategic%20Plan.pdf>

SUPERVISION RECEIVED:

Work under the general guidance of the First Deputy Auditor.

SUPERVISION EXERCISED:

The Assistant Deputy Auditor will directly supervise staff in Policy Research, Audit Planning, Audit Distribution, and Private Occupational Schools activities and will generally support the First Deputy in supervision of all audit unit directors and managers.

DUTIES AND RESPONSIBILITIES:

The Assistant Deputy Auditor is expected to perform a variety of tasks, including, but not limited to, the following:

- In collaboration with the First Deputy Auditor, establish and facilitate the achievement of annual divisional goals that are in line with the OSA's strategic plan.
- Oversee the development and implementation of the annual audit plan as well as the specific audit topics through actions including:
 - Managing the audit planning process using a combination of risk-based analysis and topical public policy and administration factors to identify audit objectives;
 - Facilitating all audit research and stakeholder outreach activities;



Office of the State Auditor

ASSISTANT DEPUTY AUDITOR FOR AUDIT OPERATIONS

- Facilitating the use of data analytics to ensure full deployment of technology tools and promote efficiency, effectiveness, and accuracy in the audit process.
 - In cooperation with the OSA executive office staff, identify constituency groups with relevant public policy interests, maintain communication with such groups, and afford such groups a means of providing input to OSA.
- Direct the manager of the private occupational schools unit to ensure the timely evaluation of the solvency/financial viability of private occupational schools licensed to offer postsecondary, non-degree-granting training programs in Massachusetts by the Division of Professional Licensure.
- Assist the First Deputy Auditor in overseeing and managing other audit operations support units as follows:
 - Oversee the audit quality assurance process to ensure that all audit work is conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS).
 - Assess and update audit program steps within TeamMate, to align with policies, procedures, and templates from the OSA Audit Policy Manual.
 - Oversee the development and implementation of the annual audit training plan, as well as OSA professional development programs, including; Career Path, mentoring, internships, and professional certifications.
 - Facilitate audit report processing by reviewing draft audit reports and working with directors and the editing unit to produce a final draft report for review by the First Deputy Auditor and Auditor.
 - Assess and update the OSA Audit Policy Manual as necessary to reflect current auditing standards and OSA policies.
- Evaluate the performance of assigned Audit Directors/Managers and review evaluations performed by managers of other audit personnel working in the division.
- Represent the OSA at meetings with agency officials, contractors, grantees, and others and at professional conferences.
- Participate in presentations to external and internal groups.
- Participate in the hiring of divisional staff and the utilization of consultant support services, if applicable.
- Coordinate internal audits of various OSA divisions, to ensure that internal policies and procedures are being adhered to and to provide recommendations for enhancement.
- Perform other duties as assigned by the Deputy Auditor for Audit Operations.

MINIMUM QUALIFICATIONS:

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



Office of the State Auditor

ASSISTANT DEPUTY AUDITOR FOR AUDIT OPERATIONS

- A bachelor's degree and at least 10 years of experience in government administrative or accountability activities; at least five years must be in a senior management position. An advanced degree in business, finance, public administration or a related field may be substituted for up to 2 years of experience.
- Demonstrated understanding of the goals and methods of government performance auditing.
- Excellent leadership, communication and interpersonal skills with the ability to work with staff at all levels.
- Proficiency with Microsoft Office software.
- Outstanding organizational, problem-solving, and analytical skills.
- Demonstrated superior time management skills.
- A strong command of state laws, rules, and regulations.
- Exceptional oral and written communication skills.
- 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;

PREFERRED QUALIFICATIONS:

The following areas will also be important considerations:

- An advanced degree in accounting, business administration, public administration, or another major that requires the extensive use of research and analytical skills.
- A Certified Public Accountant, Certified Internal Auditor, Certified Fraud Examiner, and/or Certified Government Financial Manager certification.
- Knowledge of Massachusetts government operations.
- Experience in the use of TeamMate (OSA audit software).
- Experience with using data-mining software tools and techniques.
- Experience in program evaluation, preferably of government entities.
- 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 and program policy analysis.

No Phone Calls Please:



Office of the State Auditor

ASSISTANT DEPUTY AUDITOR FOR AUDIT OPERATIONS

To apply, please submit an electronic copy of a cover letter and resume, no later than **October 4, 2019** via the MassCareers website: [Click Here](#)

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.