



Office of the State Auditor

AUDIT SUPERVISOR (PERFORMANCE AUDITS)

Posting Number 2015-11

SALARY RANGE (Grade 14) CSA951: \$55,720.39 - \$83,580.59 (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:

Supervise the conduct of various performance 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.

SUPERVISION RECEIVED:

Work under the direct supervision of an Audit Manager.

DUTIES AND RESPONSIBILITIES:

Audit Supervisors in Office of the State Auditor are expected to carry out a variety of tasks, including, but not limited to, the following:

- Planning and overseeing complex, large-scale performance audits of state agencies, departments, programs, and vendors who contract with the Commonwealth, including establishing the audit scope, objectives, and testing to be performed and developing a well-written audit report.
- Providing supervision to the audit staff, ensuring that the staff complies with all office policies and procedures and that all audit work is performed in a timely and professional manner in accordance with generally accepted government auditing standards.
- Researching pertinent laws, regulations, policies, procedures, and other criteria relevant to the audit.
- Assigning work to staff members and monitoring their progress.
- 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.
- Developing and preparing audit findings and corresponding comprehensive recommendations that improve performance, provide cost savings, and increase accountability.
- Preparing audit reports and ensuring that supporting work papers are accurate and complete.
- Leading meetings with agency officials relative to the conduct of the audit.
- Providing timely updates to the Audit Manager.
- Preparing a timely and complete evaluation for each team member at the close of each engagement.

MINIMUM QUALIFICATIONS:

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

- A bachelor's degree in accounting, finance, business administration, or another major that requires the extensive use of research and analytical skills.



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- At least five years' full-time or equivalent part-time experience in the area of audit, program evaluation, or research, preferably in the government area, at least two years of which should be in a supervisory capacity.
 - o An advanced degree (e.g., MBA, MPA, MS Accounting, MS Finance) or a relevant professional certification (e.g., CPA, CIA, CGFM, CFE, CISA) may be substituted for up to two years of experience.
- A working knowledge of generally accepted government auditing standards (GAGAS).
- Proficiency in using the Microsoft Office software suite.
- Demonstrated strong analytical, communication and critical thinking skills and the ability to be creative.
- The ability to work independently and to manage and mentor staff.
- Functional understating of public administration and sound management practices
- The 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;
- The ability to effectively plan, organize and direct the activities of a staff with backgrounds and experience in diverse financial and management disciplines;
- Knowledge of the principles, practices and techniques of supervision.
- Ability to adjust to varying or changing situations to meet changing requirements.
- Ability to evaluate work activities in order to determine progress and effectiveness and to make recommendations concerning changes as needed.

PREFERRED QUALIFICATIONS:

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

- Experience in conducting audit engagements, preferably performance audits.
- Experience in using computer-assisted auditing techniques such as ACL software.
- Experience using quantitative, financial, evaluation, and policy analysis methodologies and related software.
- A functional understanding of public administration and state government.
- Experience in conducting quantitative and qualitative analyses.
- Demonstrated leadership qualities.
- Exceptional analytical, written, and oral communication skills.
- Experience in using the Massachusetts Management Accounting and Reporting System (MMARS) and the Commonwealth Information Warehouse (CIW).

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



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No Phone Calls Please:

To apply, please submit an electronic copy of a cover letter and resume, no later than June 13, 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.