



Office of the State Auditor

Field Auditor

Posting Number 2013-44

SALARY RANGE (Grade 11) CSA943: \$40,043.00 - \$60,065.00 (Commensurate with experience.)

GENERAL STATEMENT OF DUTIES:

Based in the Boston Office of the OSA, the field audits participate of various programmatic and fiscal activities within the Commonwealth. Contribute to efforts that lead to the efficient and high quality preparation of audit work papers and audit reports.

SUPERVISION RECEIVED:

Work under the direct supervision of a Senior Auditor, Audit Supervisor, or another Field Auditor, who reviews work products for accuracy and completeness.

DUTIES AND RESPONSIBILITIES:

Field Auditors in the Office of the State Auditor are expected to carry out the following work:

- Participate in small audits, sections of large audits of the accounts and related activities of Massachusetts state departments, institutions, authorities and/or contractors, and other activities and functions of the Commonwealth which are subject to state and federal accounting rules and regulations.
- Perform detailed audit tests as outlined in the approved audit program.
- Prepare high quality audit workpapers and schedules, which support the work performed during the audit, and meet all required department standards.
- Prepare audit findings when assigned by the Auditor-in-Charge. Compile and edit materials essential to the production of the audit report.
- Analyze and review minutes of meetings; policy and procedures manuals; contracts and agreements to determine the framework within which the entity should be operating. Inspect and test when appropriate to ensure compliance with the provisions of such documents.
- Review applicable State and Federal laws, rules and regulations governing the auditee's operations and perform tests to ensure compliance with such laws, rules and regulations.
- Attend meetings and interviews held with department representatives and record results of such meetings.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate:

- A bachelor's degree in accounting, finance, business administration, public administration, or degree with similar concentration; or any other bachelor's degree plus experience in compliance, internal controls, research, sampling and testing, risk analysis, performance measurement or strategic analysis;
- No experience required, although preference may be given to those with relevant experience or demonstrated ability in statistical analysis, critical thinking and analytical reasoning;
- Effective and professional oral and written communications skills;
- Proficiency in Microsoft Word, Excel, Access; knowledge of audit software is a plus;



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- Expertise in exercising discretion in handling confidential information.

PREFERRED QUALIFICATIONS:

Experience and expertise in the following areas are a plus:

- Knowledge of management structures and operations;
- Working knowledge of social science research tools and information sources;
- Experience in auditing

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 along with a copy of [OSA's Voluntary Self Identification Form](#), no later than January 11, 2014 to OSA.applications@sao.state.ma.us

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.