



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 auditing and accountability and 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 Audit Operations Division of the OSA manages the majority of the work the State Auditor's Office is mandated to perform in accordance with Chapter 11, Section 12, of the Massachusetts General Laws. The Assistant Deputy Auditor will work closely with the Deputy Auditor for Audit Operations to manage all aspects of the audit work of the office, which currently employs approximately 150 audit staff.

In addition, the Assistant Deputy Auditor will assist the Deputy Auditor in overseeing the operations of all audit support units including: Quality Assurance, Audit Policy and Planning, Audit Training & Professional Development, Data Analytics, Private Occupational Schools, TeamMate, and Editing/Report Processing.

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

SUPERVISION RECEIVED:

Work under the general guidance of the Deputy Auditor for Audit Operations.

SUPERVISION EXERCISED:

Responsible for the general supervision of Audit Managers and Audit Directors, as well as other audit support and administrative staff as designated by the Deputy Auditor.

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 Deputy Auditor establish and facilitate the achievement of annual divisional goals that are in line with the OSA's strategic plan.
- Work with Audit Directors to assess progress of ongoing audit engagements and provide technical advice and consultation, ensuring performance of all work in accordance with OSA Audit Policy Manual as well as GAGAS.
- Assist Deputy Auditor in overseeing and managing audit operations support units as follows:



Office of the State Auditor

ASSISTANT DEPUTY AUDITOR FOR AUDIT OPERATIONS

- Quality Assurance Unit: Oversee quality assurance process to ensure that audit work is conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS).
- Audit Policy: Assess and update the OSA Audit Policy Manual to reflect current auditing standards and OSA policies.
- TeamMate: Assess and update audit program steps within TeamMate, to align with policies, procedures, and templates from the OSA Audit Policy Manual.
- Audit Training & Professional Development: Oversee the development and implementation of the audit training plan, as well as OSA professional development programs, including career path, mentoring, internships, and professional certifications.
- Audit Planning: Oversee the development and implementation of the annual audit plan as well as the specific audit topics.
- Data Analytics: Facilitate the use of data analytics on audits to improve the efficiency and effectiveness of the audit process.
- Private Occupational Schools: Evaluate 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.
- Editing/Report Processing: Review draft audit reports and work with Directors and Editing Unit to produce a final draft for review by the Deputy Auditor and Auditor.
- 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.



Office of the State Auditor

ASSISTANT DEPUTY AUDITOR FOR AUDIT OPERATIONS

MINIMUM QUALIFICATIONS:

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

- A bachelor's degree and at least 10 years of audit experience that includes government auditing, conducted in accordance with generally accepted government auditing standards; 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.
- A Certified Public Accountant, Certified Internal Auditor, Certified Fraud Examiner, and/or Certified Government Financial Manager certification.
- Experience in conducting all types of performance audits
- Excellent leadership, communication and interpersonal skills with the ability to work with staff at all levels.
- Knowledge of Massachusetts government operations.
- 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.
- 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.



Office of the State Auditor

ASSISTANT DEPUTY AUDITOR FOR AUDIT OPERATIONS

No Phone Calls Please:

To apply, please submit an electronic copy of a cover letter and resume, no later than **September 18, 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.