



# Office of the State Auditor

## AUDIT DIRECTOR

### Contract Audits

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**Posting Number 2019-15**

**SALARY RANGE (Grade 18) CSA494: \$91,817–\$118,000 (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:**

As a senior member of the Audit Operations management team, the Audit Director is responsible for the statewide administration of all aspects of the audit work performed in their division. The Audit Director will provide agency-wide leadership by both facilitating and participating in activities that support the goals of OSA's strategic plan. They will facilitate the professional development of staff and ensure that all work is completed in a timely and professional manner in accordance with Generally Accepted Government Auditing Standards as well as OSA policies and procedures. The Audit Director is expected to be a hands-on professional who will provide on-the-job technical, soft skill, and leadership training to assigned staff members at all levels.

#### **SUPERVISION RECEIVED:**

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

#### **SUPERVISION EXERCISED:**

Responsible for the direct supervision of assigned Audit Managers and the general supervision of all other audit and administrative staff working in their division.

#### **DUTIES AND RESPONSIBILITIES:**

*OSA Audit Directors are expected to perform a variety of tasks, including, but not limited to, the following:*

- Assess needs, establish priorities for audit coverage, and develop short- and long-range audit plans; monitor and report the status of divisional work to the Deputy Auditor for Audit Operations.
- Establish and facilitate the achievement of annual divisional goals that are in line with OSA's strategic plan.
- Coordinate the completion of all audit work; review audit reports to ensure that they are well written and that findings, conclusions, and recommendations included in the report are properly supported by audit workpapers.
- Ensure that all audits are completed in a timely manner and that all work is performed in accordance with applicable standards.
- Evaluate the performance of managerial staff and review evaluations performed by managers of other audit staff members working in the division.
- Assess the progress of ongoing audits to (1) determine whether changes in scope or objectives are needed, (2) provide technical advice as needed, (3) ensure compliance with professional standards and office policies, and (4) ensure conformity with approved audit programs.
- Participate in hiring divisional staff members.
- Identify staff training needs and recommend appropriate training courses.
- Work with other division directors to ensure that OSA audit activities are effectively coordinated.
- Represent OSA at meetings with agency officials, contractors, grantees, and others.



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- Participate in delivering presentations to external and internal groups.
- Perform other duties as required by the Deputy Auditor for Audit Operations.

#### **MINIMUM QUALIFICATIONS:**

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

- A bachelor's degree and 8–10 years of audit experience that includes government auditing conducted pursuant to Generally Accepted Government Auditing Standards, at least 5 of which must be in a supervisory role; an advanced degree in Business Administration or Public Administration may be substituted for up to 2 years of experience
- Experience in performance and contract auditing
- A CPA, CIA, or CISA certification
- Knowledge of state and federal contracting and contract administration requirements and best practices
- Proven experience in leading and motivating others
- A demonstrated ability to effectively and efficiently manage workflows
- Strong collaboration, interpersonal management, and relationship skills
- Ability to coordinate the efforts of others in accomplishing assigned work objectives
- A strong working knowledge of Massachusetts government agencies and state laws and regulations
- Demonstrated strong oral and written communications skills
- Proficiency with Microsoft Office products
- Outstanding organizational, problem-solving, and analytical skills
- Experience using data analytics tools and techniques

#### **PREFERRED QUALIFICATIONS**

*The following areas will also be important considerations:*

- Experience in program evaluation, preferably of government entities
- Knowledge of the COSO internal control framework
- Experience delivering presentations to both internal and external groups

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 **April 5, 2019** via the MassCareers website: [Click Here](#)



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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.