



Office of the State Auditor

QUALITY ASSURANCE MANAGER

Posting Number 2011-17

SALARY RANGE: \$68,000 - \$82,000

GENERAL STATEMENT OF DUTIES

The Quality Assurance Manager will be responsible for managing the quality assurance review process, including review and supervision of staff work. In addition, the Quality Assurance Manager will be responsible for continuous monitoring of the OSA Audit Policy Manual, including updating content, helping to ensure staff compliance, and responding to questions / issues encountered by staff.

SUPERVISION

The Quality Assurance Manager will report directly to the Assistant Deputy Auditor for Audit Operations, and will be responsible for supervising Quality Assurance staff.

DUTIES AND RESPONSIBILITIES

Specifically, the Quality Assurance Manager will be responsible for:

- Conducting quality assurance reviews of OSA audits, with the goal of evaluating OSA audit compliance with the Yellow Book and the OSA Audit Policy Manual. This will involve completing the Quality Assurance Checklist, presenting and discussing results with audit team members, and working with the audit team to implement any necessary changes to TeamMate and the draft report.
- Reviewing QA checklists completed by Quality Assurance staff, and attending team meetings as necessary.
- Identifying training needs for audit staff, based on the results of quality assurance reviews, and working with the Manager of Professional Development and Audit Training to develop and implement this training.
- Collaborating with the Assistant Deputy to prepare the annual quality assurance report, as required by Government Auditing Standards.
- Working with the Assistant Deputy to coordinate the quarterly review of the Audit Policy Manual, updating the Manual for agreed changes, communicating changes to audit staff, and working with the Manager of Professional Development and Audit Training to develop any relevant and applicable training needed as a result of Manual updates.
- Collaborating with the Audit Support Manager (as necessary) to ensure that any changes to the Audit Policy Manual are reflected in the TeamMate template.
- Managing content of the 'Audit Operations' page of the Intranet, including updating the 'Resources' page, posting audit announcements, etc.
- Assisting with review of end-of-audit evaluations and evaluating potential implications on training, quality assurance procedures, and the OSA Audit Policy Manual.



Office of the State Auditor

QUALITY ASSURANCE MANAGER

MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate:

- A bachelor's degree and 7-9 years of experience in auditing, at least three of which must be in a supervisory role; (an advanced degree in Business Administration, Public Administration or CPA, CGFM or CFE Certification may be substituted for 2 years of experience);
- Extensive knowledge of Generally Accepted Government Auditing Standards (GAGAS);
- Effective and professional oral and written communication skills;
- Experience with managing audit teams, including assignment of audit work and supervision of field auditors to ensure timely and high quality audit work;
- Strong analytical skills and attention to detail;
- Experience in the preparation of clear, logical and coherent audit reports;
- Ability to prioritize workload, set goals and meet established deadlines;
- Thorough knowledge of the fundamentals of auditing and/or accounting theory and practice;
- Strong command of the laws, rules and regulations most frequently used in audit engagements;
- Proficiency with Microsoft Office, especially Word, Excel, and Access;
- High level understanding and proficiency in the use of TeamMate (OSA Auditing Software);
- Expertise in exercising discretion in handling confidential information.

PREFERRED QUALIFICATIONS:

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

- Certified Public Accountant (CPA), Certified Government Financial Manager (CGFM), or Certified Fraud Examiner (CFE);
- Ability to "think outside the box" and develop new and creative solutions for issues encountered;
- Experience with Massachusetts Management Accounting and Reporting System (MMARS) and the Commonwealth Information Warehouse (CIW);
- Experience with ACL and data mining tools and techniques;
- Performance of complex or specialized audits requiring the application of technical knowledge and expertise;



Office of the State Auditor

QUALITY ASSURANCE MANAGER

- Conducting major audit engagements and solving complex audit problems, in a timely manner;
- Exercising independent judgment in an acceptable and professional manner;
- Evaluating the performance of assigned audit staff;
- Recommending sound methods and procedures in order to remedy accounting errors and irregularities;
- Thorough knowledge of internal controls including the elements of the Committee of Sponsoring Organization's (COSO) Internal Control-Integrated Framework.

Please submit your cover letter and resume electronically, no later than January 31, 2012 to OSA.applications@sao.state.ma.us, referencing Posting Number 2011-17 in the subject line.

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