



Office of the State Auditor

AUDIT DIRECTOR

State Audit Division (Statewide)

OSA Posting Number 2021-16

SALARY RANGE (Grade 18) CSA973: \$97,881.92 - \$146,822.87.00 /yr. (Commensurate with experience)

This position will be based out of the [Boston](#), [Brockton](#), [Marlboro](#), or [Chicopee](#) OSA offices. Please indicate your geographical preference in office location when applying per the application instructions below.

The Office of the State Auditor 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.

Please note that in response to COVID-19, OSA employees are currently working from home (telecommuting.) Beginning in September, employees will be expected to work 40% of their work week in office, with 60% telecommuting.

Please note that it is the policy of the OSA to require all employees to be fully vaccinated against COVID-19, or (in the absence of vaccination) submit weekly negative COVID-19 tests in order to access OSA offices and worksites.

GENERAL STATEMENT OF DUTIES:

As a senior member of the Audit Operations management team, the State Audit Director is responsible for administering all aspects of the audit work performed in their respective division. The State Audit Director will provide agency-wide leadership, by both facilitating and participating in activities that support the goals of the OSA's strategic plan. (S)he 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.

SUPERVISION RECEIVED:

Work under the general guidance of the First Deputy Auditor.

SUPERVISION EXERCISED:

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

DUTIES AND RESPONSIBILITIES:

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

- Assesses needs, establishes priorities for audit coverage, and develops short- and long-range audit plans; monitors and reports the status of divisional work to the First Deputy Auditor;
- Establishes and facilitates the achievement of annual divisional goals that are in line with OSA's strategic plan;
- Coordinates all audit work, reviews audit reports prior to formal release, and reviews supporting work papers to ensure that reports are well written and findings and conclusions are properly supported;
- Ensures the timely completion of all audits and that all work is performed in accordance with applicable standards;
- Evaluates the performance of managerial staff and reviews evaluations performed by managers of other audit staff working in the division;
- Assesses the progress of ongoing audits to (1) determine if 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 program;
- Participates in the hiring of divisional staff;
- Identifies staff training needs and recommends appropriate training courses;



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- Works with other division Directors to ensure that OSA audit activities are effectively coordinated;
- Represents OSA at meetings with agency officials, contractors, grantees, and others;
- Participates in presentations to internal and external groups;
- Performs other duties as required by the First Deputy Auditor.

MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate:

- A bachelor's degree and 7 – 10 years of audit experience that includes government auditing conducted pursuant to the Generally Accepted Government Auditing Standards, at least five of which must be in a supervisory role;
- An advanced degree in Business Administration, Public Administration, CPA, CGFM or CIA certification may be substituted for up to 2 years of experience;
- Proven experience in leading and motivating others;
- Ability to evaluate work activities in order to determine progress and effectiveness and to make recommendations concerning changes as needed;
- Knowledge of the principles, practices and techniques of supervision;
- 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;
- Demonstrated leadership skills;
- Proficiency with Microsoft Office, specifically Word, Excel and Access;
- Outstanding organizational, problem-solving and analytical skills;
- High-level understanding and proficiency in the use of TeamMate (OSA Auditing Software);
- Experience with Massachusetts Management Accounting and Reporting System (MMARS) and the Commonwealth Information Warehouse (CIW); and
- Experience with ACL and data-mining tools and techniques.

PREFERRED QUALIFICATIONS

The following areas will also be important considerations:

- Experience in program evaluation, preferably of government entities.
- Demonstrated superior quantitative and qualitative analysis skills.
- Demonstrated superior time management skills.
- Experience in providing presentations to diverse groups.
- Demonstrated skills in project management, management control systems, research design, data collection, and data analysis.



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- Experience with developing recommendations that improve performance, provide cost savings, and increase accountability.

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 **August 18, 2021** 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.