



# Office of the State Auditor

## SENIOR AUDITOR II (PERFORMANCE AUDITS) BOSTON OFFICE

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Posting Number 2018 – 02-03-04-05

**SALARY RANGE (Grade 13) CSA319: \$55,351.15- \$83,026.72 (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:**

Supervise and/or participate in the conduct of various performance audits of state agencies, departments, programs, and vendors who contract with the Commonwealth. Contribute to efforts that lead to quality audit work and the preparation of audit reports in accordance with generally accepted government auditing standards. Performance auditors typically examine the performance, impact, and management of government programs and policies.

### **SUPERVISION RECEIVED:**

Work under the direct supervision of either an Audit Supervisor or an Audit Manager.

### **SUPERVISION EXERCISED:**

Exercise direct supervision over Field Auditors.

### **DUTIES AND RESPONSIBILITIES:**

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

On smaller, less complicated audit engagements, oversee all aspects of the day-to-day activities of the audit, including the planning, supervision of the filed staff, the conduct of all audit work, and the preparation of comprehensive audit reports in accordance with generally accepted government auditing standards.

On larger, more complex audits, work under the supervision of an Audit Supervisor, performing various assigned audit tasks that include, but are not limited to, the following:

- Researching pertinent laws, regulations, policies, procedures, and other criteria relevant to the audit.
- Completing standard audit forms and documents relevant to the audit.
- Assigning audit procedures to staff members to complete and monitoring their progress, ensuring the accurate and timely completion of the audit work in accordance with applicable standards.
- Providing on-the-job training and reviewing performance of Field Auditors in all aspects of the audit process, including the development of audit findings, interviewing, report writing, problem resolution, etc.
- Helping develop and prepare audit findings and corresponding comprehensive recommendations that improve performance, provide cost savings, and increase accountability.
- Reviewing audit reports and supporting work papers for content, accuracy and completeness.
- Participating in meetings/presentations with agency representatives relative to the conduct of the audit.
- Conducting performance evaluations of assigned audit staff members.
- Working collaboratively with the Audit Supervisor in fostering positive relationships among the audit staff and auditees.



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- Assist management in planning and implement studies to determine the effectiveness of methods, systems, procedures, etc.
  - Performing other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

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

- A bachelor's degree in accounting, finance, business administration, or another major that requires the extensive use of research and analytical skills.
- At least five years' full-time or equivalent part-time experience, the major duties of which included experience in auditing, data analysis, program or policy evaluation or research.
  - An advanced degree (e.g., MBA, MPA, MS Accounting, MS Finance) or relevant professional certification (e.g., CPA, CIA, CGFM, CFE, CISA) may be substituted for up to two years of experience.
- An advanced knowledge of generally accepted government auditing standards (GAGAS).
- Proficiency in using the Microsoft Office software suite.
- Strong analytical, communication, and critical thinking skills and the ability to be creative.
- Strong collaboration, interpersonal management, and relationship skills
- Ability to exercise sound judgment
- Ability to coordinate the efforts of others in accomplishing assigned work objectives.
- Ability to accomplish work objectives where few precedents or guidelines are available.
- Ability to supervise, including planning and assigning work according to the nature of the job to be accomplished, determining subordinates' training needs and providing or arranging for such training; and motivating subordinates to work effectively;
- The ability to travel within state.

### **PREFERRED QUALIFICATIONS:**

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

- Experience leading in audit engagements, preferably performance audits.
- Experience in performing program evaluations.
- Experience in conducting research using quantitative and qualitative methods.
- Experience using data analytics software and policy analysis methodologies.
- Ability to evaluate work activities in order to determine progress and effectiveness and to make recommendations concerning changes as needed.
- A functional understanding of public administration and state government.



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- A working knowledge of public policy.
- Knowledge of the principles, practices and techniques of supervision.
- Demonstrated leadership potential.
- Ability to coordinate the efforts of others in accomplishing assigned work objectives.
- A working knowledge of the Massachusetts Management Accounting and reporting System (MMARS) and the Commonwealth's Information Warehouse (CIW).

Salary is commensurate with experience.

\*Candidates must have reliable transportation and the ability to travel to audit sites in cities and towns within Massachusetts.

\*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 **February 1, 2018** 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.