State of Minnesota
Classification Specification

Class Code: 004028 Bargaining Unit(s): 214
Career Family: Accounting/Auditing/Financial Careers

Internal Controls Specialist 1

I. KIND AND LEVEL OF WORK

Under limited supervision, the Internal Controls Specialist 1 classification performs internal controls work within a state agency. Incumbents draw on significant expertise in internal controls and auditing standards to perform reviews and internal control testing of agency programs including associated policies, procedures, and statutes to identify gaps, recommend internal controls improvements, and address issues that may arise. Positions in this classification develop and implement audit and internal control frameworks and processes, including agency-wide internal controls plans, methods, and practices.

II. DISTINGUISHING CHARACTERISTICS

The Internal Controls Specialist 1 classification is used for positions that have significant knowledge and understanding of auditing standards and practices gained through extensive experience and training. Incumbents identify the need for new policies, procedures, and safeguards that will improve program integrity across the agency and work with program areas to implement these strategies. Positions in this classification draw on internal controls expertise and best practices to independently devise and develop plans to improve program integrity.

At the Internal Controls Specialist 2 classification, incumbents are the seasoned experts and advise other internal controls experts on methodology, complex decisions, and best practices. Internal Controls Specialist 2 positions are the most senior internal controls experts in the agency, making precedent-setting decisions on unique problems that may arise through review of internal controls processes and practices. Additionally, the budgetary and programmatic impact is greater at the Internal Controls Specialist 2 classification. The Internal Controls Specialist 1 is expected to perform assessments of internal controls processes and compliance including the development of agency-wide plans and standards, but generally has resources, supervisory oversight, and past precedent available to guide decisions.

III. EXAMPLES OF WORK/DUTIES

(A position may not include all the work examples given, nor does the list include all that may be assigned.)

- Develop and implement a comprehensive risk-based internal controls and compliance plan.
- Develop and perform tailored audits with and for each business unit in the agency. Build in any necessary follow-up audits and reviews to ensure risk mitigations have been appropriately implemented.
- Oversee and monitor the internal controls and compliance program, including compliance with statewide controls and documentation standards.
- Conduct internal control and compliance risk-based statistical sampling, testing (field work) and audits of key transaction types, financial records, and business processes such as receiving and

accounts payable, business expenses, purchasing cards, loan/general obligation (GO) bond files, and vendor and contractor financial records, to gather evidence to satisfy audit objectives and to comply with professional internal auditing standards, Internal Control Framework (COSO) or Green Book framework and in compliance with state policies and procedures.

- Identify risks and weaknesses; coordinate with agency business unit representatives to create new or strengthen existing internal controls.
- Oversee and monitor internal control and compliance and management of grants, including cash management principles and processes, allowable grantee advances and reimbursement payments, grantee audits, grantee programmatic evaluation, and financial review and reconciliation and follow-up on findings and recommendations to ensure that they are properly controlled and monitored.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Generally Accepted Accounting Principles (GAAP), pronouncements of the Government Accounting Standards Board (GASB), and Generally Accepted Auditing Standards (GAAS) and Government Auditing Standards (GAGAS) for the professional practice of internal auditing sufficient to determine compliance, evaluate accounting policies and financial records/statements, operational performance and internal controls, identify deficiencies and recommend corrective action.
- Code of Ethics and the International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors (IIA); Internal Control Framework (COSO); Enterprise IT Framework (COBIT); and applicable governance practices.
- Risk assessment and internal control concepts and methods.
- Federal and state laws, rules and program policies and procedures applicable to the audit/review/investigation topic sufficient to determine compliance.
- Government Data Practices Act (MS Chapter 13) and Whistleblower Act (MS 181.932).

Skill in:

- Communication sufficient to communicate effectively with various levels of external staff and management and to both large and small groups (e.g., explain audit and internal control standards and policy; lead and participate in entrance and exit conferences; interview staff at the audited organization; present and explain audit or review findings and recommendations to management/administrators; testify at hearings and in court; and effectively communicate technical information to non-technical audiences).
- Strong analytical skills sufficient to assess internal control and compliance issues and determine if existing practices and controls are adequate, and to complete financial analysis, as required.
- The analysis, use, and interpretation of statistical, budget, and other accounting or programmatic data or agency records.

Ability to:

- Identify and assess risks; evaluate and develop internal controls; determine audit/review priority, objectives, scope, issues and information needed; assess compliance with laws, policies, accounting principles, auditing standards and entity practices; and develop recommendations to improve policy and procedures and remedy detected problems.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

SPECIAL WORK CONDITIONS

N/A

REFERENCES

Former title(s): N/A

REVISION HISTORY

Established: 10/2026

Revised: N/A