

AUDITOR

KIND OF WORK

First-level professional auditing work.

NATURE AND PURPOSE

Under immediate supervision, performs or assists in performing internal and/or external financial, compliance, operations, management performance, information systems or investigative audits or reviews of the activities, controls, records and business systems of government agencies, health care facilities, companies and/or other entities to:

- ensure proper controls and reporting procedures are in effect;
- ensure financial data/records and statements conform to generally-accepted accounting principles, are free of material misstatements and subject to adequate internal controls;
- ensure compliance with laws, regulations and contract requirements;
- assess the effectiveness & efficiency of operations or management actions/decisions, and/or;
- ensure the safeguarding of assets.

Assists in testing existing controls. Performs related work as assigned.

This class differs from Auditor, Intermediate by working under immediate (versus general) supervision. An employee in this class often works as part of a team to achieve the team's objectives.

The level of a particular position in a classification series is based on a combination of factors not always present in class specifications. Among these factors are the position's responsibility within the overall program/operation and its relationship to others in a unit, department and/or state service as a whole.

EXAMPLES OF WORK

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

Desk audits the accounting records of long-term health care facilities so that providers are not overpaid for services rendered under the Medical Assistance Program by applying basic accounting/auditing techniques and methods in analyzing and evaluating their financial statements and cost reports.

Audits books, records and other financial and statistical data to verify that rates for long-term health care facilities are in compliance with rate determination rules by reviewing cost reports and other relevant data, by preparing preliminary work papers, and by discussing any difficult or unusual aspects with the auditor in charge.

Audits the financial records of various regulated/licensed public and private agencies/organizations to determine financial solvency, the legality of activities and overall adequacy of record-keeping systems by examining cost reports, historical, financial data and by interviewing staff.

Analyzes cost accounting information for managers so that they will be able to direct operations more efficiently by providing a summary of historical activities and a financial interpretation of cost reports.

Audits management procedures, records, reports and accounting practices to determine financial status of the organization and ensure that state and federal regulations and accounting principles are being complied with by visiting the organization to review financial statements, expenditures, income being charged and/or credited, monthly claims for reimbursement, organizations accounting and data processing system.

Assists in performing engagements (audits or reviews), including assisting in setting engagement objectives, designing procedures to achieve the objectives, documenting results, and drafting the audit report.

Assists in preparing schedules, reports, and other data required by external auditors, such as the Office of the Legislative Auditor.

Assists in coordinating the resolution of audit findings issued by external auditors, including completing and submitting the Corrective Action Plan Status Update to Minnesota Management and Budget (MMB) Internal Control and Accountability Unit.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's) REQUIRED

(The KSA's required may vary somewhat from position to position, depending on the type of auditing and responsibilities/duties, i.e., a position may not require all the KSA's listed below, nor does the list include all that may be required.)

Knowledge of:

Generally-Accepted Accounting Principles (GAAP), including pronouncements of the Governmental Accounting Standards Board (GASB) sufficient to evaluate financial records/statements, identify deficiencies and recommend corrective action.

Generally-Accepted Auditing Standards (GAAS) and Generally-Accepted Government Auditing Standards (GAGAS) sufficient to meet general, fieldwork and reporting in conduct audits/reviews of government agencies/programs/activities or contractors/non-profit/non-gov't entities receiving assistance from or regulated by gov't agencies/programs.

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).

Federal or State statutes, laws, rules, policy and/or federal, state or agency program policy/procedure/requirements applicable to the audit or review topic sufficient to determine compliance with same.

Government Data Practices Act (MS Chapter 13).

Skill in:

Written and oral communication skills sufficient to: communicate clearly, concisely and effectively; draft & complete assigned parts of the audit/review reports; and conduct effective interviews of staff at the audited organization to gather information; and explain audit procedures.

Computer skills (e.g., e-mail, word-processing, database, spreadsheet, presentation graphics, Internet browser & search software) sufficient to record, analyze and present/summarize audit findings.

Ability to:

Analytical ability/critical thinking skills and judgment/problem-solving skills sufficient to identify problems, the unmet criteria/standard(s), cause(s) and consequence(s), and identify, evaluate and recommend cost-effective action(s) to correct or make improvements.

Maintain the confidentiality of data and information sources by not inappropriately disclosing sensitive/confidential information.

Reading comprehension ability sufficient to read, understand and correctly apply/interpret applicable law, rules, regulations, policies and procedures.

Maintain a neutral, objective position in all work assignments.

Develop and maintain effective working relationships with all levels of agency or entity staff; Work as an effective member of an audit or review team.

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TC:

Former Title(s):