

Staff Services Management Auditor

Task Statements

1	Conduct fiscal compliance audits of State departments, agencies, and/or contractors doing business with the State to determine compliance with State and federal policies and regulations.
2	Review financial information of departments, agencies, and/or contractors to determine whether it accurately reflects the financial condition of the entity being audited using applicable accounting standards, financial records, work orders, ledgers, and other relevant documents.
3	Conduct operational and/or performance audits of State departments, agencies, and/or contractors doing business with the State to determine compliance with State and federal policies and regulations.
4	Review operational reports to determine whether they accurately reflect the condition of the department, agency, and/or contractor being audited using program records, training documents, work orders, ledgers, and other relevant documents.
5	Reconcile financial and operational information provided by the audited entity with information gathered during auditing process to determine if there are any discrepancies.
6	Contact relevant individuals at departments, agencies, and/or contractors being audited to ensure retention of records relevant to the ongoing audit.
7	Observe relevant processes during an audit to identify inefficiencies and determine processes that are redundant or need improvement.
8	Obtain pertinent and sufficient data from all relevant sources (e.g., program records and reports, interviews, financial records, work orders, ledgers, training documents, observation) to ensure accurate appraisal of conditions at audited departments/contractors.
9	Select appropriate samples for testing based on a recognized sampling method to ensure the results are representative of the population/program being audited and support an accurate analysis.
10	Collect and analyze data to identify deficient controls, fraud, waste, abuse, or non-compliance with applicable laws and regulations at audited departments or contractors.
11	Evaluate internal and system controls to assess the level of risk at departments, agencies, and/or contractors being audited using auditing standards, flow charts, questionnaires, observations and interviews.
12	Document current program operations and work processes using flowcharts, organizational charts, and narratives and identify weaknesses and strengths within the processes.
13	Conduct entrance conferences with responsible parties from the audited departments, agencies, or contractors to discuss the audit scope, methodology, and objectives.

14	Conduct exit conferences with responsible parties from the audited departments, agencies, or contractors to communicate audit findings and implications.
15	Prepare and analyze data provided by entity being audited (e.g., department, agency, contractor) to develop conclusions and/or findings and make recommendations.
16	Analyze financial and/or program records provided by departments, agencies, and/or contractors to determine adherence to appropriate laws, rules, and regulations.
17	Provide management with objective evaluations of departments, agencies, and/or contractors using auditing standards, flow charts, questionnaires, observations, and interviews.
18	Identify erroneous or improper practices or actions within audited entity (e.g., department, agency, contractor) using auditing standards, flow charts, questionnaires, observations, and interviews to determine need for adjustment or changes.
19	Recommend changes to improve the quality of departmental functions using auditing standards and best practices guidelines to ensure efficient and accountable processes for entity being audited.
20	Perform follow up reviews of previously implemented changes to ensure proper implementation of recommendations, corrective actions, and improvements in identified processes.
21	Provide audit management with feedback on completed assignments to facilitate audit process improvements.
22	Protect confidential information acquired during the auditing of departments, agencies, and/or contractors.
23	Prepare working papers with supporting documentation that addresses the purpose, source documents used, sample selection, and other relevant information to support the testing performed, auditor's conclusions, and audit findings.
24	Provide assistance and guidance to staff and management regarding best practices to ensure risk mitigation.
25	Evaluate the reliability of data used in an audit to ensure its completeness, accuracy, and integrity.
26	Assess organizational risk and controls to determine the scope of an audit and the extent of testing necessary.
27	Perform and document procedures used to assess the risk of fraud to safeguard public assets in accordance with applicable audit standards.
28	Read literature and attend continuing professional education to keep current in the latest Generally Accepted Government Auditing Standards and International Standards for the Professional Practice of Internal Auditing.
29	Determine work priorities, scope of assignments, and establish deadlines to ensure objectives are met effectively and in a timely manner.

30	Write letters, memos, email, and other correspondence using word processing and other software for the purpose of communicating and disseminating information.
31	Write project and/or executive summaries, and other more complex documents using word processing and other software (e.g., Word, PowerPoint, Excel) to document program requirements, status, completion, addressing policy issues, and responding to requests for information.
32	Write working papers detailing the purpose of the audit procedures, sample selection, the testing performed, scope of the audit, source information used, auditor's analysis and conclusions.
33	Write audit reports that summarize the background, objectives, scope, methodology, results, conclusions, and recommendations of an audit process for dissemination to management, departments, agencies, contractors, legislators and the public.
34	Read and interpret documents provided by department, agency, or contractor being audited (e.g., budgets, duty statements, regulations, policy and procedure manuals) during the course of work assignments.
35	Review and evaluate auditee response to the written draft report to determine impact on the audit findings and integrate them into the final report.
36	Communicate effectively with internal and external parties during the course of an assignment regarding the purpose, scope, procedures to be conducted, status, and results.
37	Communicate with tact and diplomacy in stressful and/or adversarial situations during the course of work projects.
38	Participate in training classes and conferences to develop and maintain knowledge, develop techniques, enhance skills, learn theory, and practice the principles relevant to auditing and program evaluation.
39	Develop project work plan to outline project scope and deadlines for distribution to management and oversight boards.
40	Develop and maintain project schedules by updating and revising activity and milestone schedules and resource requirements to ensure accurate, updated project information.
41	Analyze and evaluate the effectiveness of programs, policies, or procedures related to the progress of work projects or assignments to identify problems or issues, determine impact, assess alternatives for resolution and/or formulate action plans.
42	Prioritize the handling of problems or issues related to the progress of work projects or assignments to mitigate delays and complete projects on time.