

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Audit Manager **Position Number: 15002 and 15014**

Location: Helena **Department: Transportation**

Division and Bureau: Professional Services Division/Audit Services

Section and Unit: n/a

Job Overview:

These positions perform complex audit work and supervise multiple engagements. Responsible for consistency and accuracy of final audit reports and reviews, and ensuring audits are completed in accordance with Generally Accepted Government Auditing Standards (GAGAS), International Fuel Tax Agreement (IFTA), International Registration Plan (IRP), state statutes, federal regulations, administrative rules, policies and the annual audit plans. These positions report to the Chief Auditor and supervise audit employees.

Essential Functions (Major Duties or Responsibilities):

Program Management - 70%

- Develop the annual audit plans through risk assessment, management inquiries, compliance requirements and departmental needs.
- Manage the referral process by prioritizing audit referrals, determining if a proposed audit is appropriate and distinguishing high priority and low priority audits.
- Coordinate audits with other Audit Manager and Chief Auditor to minimize duplication of effort.
- Review audit progress to identify when an audit is not progressing as planned through discussion with the staff, progress reports, and observations. Take corrective action, provide guidance, and assist the auditor in charge to ensure timely completion of the audit.

- Direct change in the scope of individual audits to best achieve the Audit Service's goals and objectives and to provide the best service to the department by focusing on department priorities and at-risk areas.
- Manages the quality control reviews of multiple audits by overseeing the work performed by auditors.
- Responsible for the accuracy of the audit data collected, the authenticity of the information gathered, the quality of recommendations made, and the reasonableness of the audit recommendations.
- Ensure all audits are performed in accordance with appropriate audit standards.
- Reviews work papers to ensure findings are comprehensive, objective, consistent, and meets the appropriate audit objectives.
- Ensures final audit reports are comprehensive, objective and supported by the audit work and written in a clear and concise manner.
- Summarizes both orally and in writing results of audit findings and communicates findings to management and external parties when applicable.
- Facilitates decision making processes by soliciting and considering input on office processes or procedures.
- Establish membership in AASHTO, IFTA/IRP, or other committees and/or participate in peer reviews when needed.
- Complete required training to maintain licensure.

Staff Management - 25%

- Directly manages staff by reviewing and revising overall work plans, priorities and procedures and monitoring progress through regular meetings. Conducts staff meetings, disseminates data and promotes information exchange for support and advancement of Division, Bureau and Section goals.
- Identifies staffing needs, recruits and hires employees and allocates staff to adequately support the on-going operations and activities of the Section. Determines training needs of section staff.
- Evaluates the performance of all positions directly supervised and completes performance evaluations. Recommends, implements and monitors corrective actions.
- Appropriate delegation of responsibility and authority to staff auditors.
- Considers department-wide needs and priorities.

Other Duties - 5%

This position performs a variety of other duties as assigned by the Chief Auditor and other management in support of the department mission and division objectives.

Supervision

The number of employees supervised is: 5

The position number for each supervised employee is:

Position 15002 supervises: 15005, 15017, 15021, 15023, 21009

Position 15014 supervises: 15013, 15010, 15012, 15016

Physical and Environmental Demands:

- Works in a typical office environment.
- Carry boxes of papers, books, folders, receipts, etc.
- Remain seated for extended periods of time, with occasional walking; standing; bending.
- Some required travel within the state to project locations. Potential out of state travel by airline to national conferences and meetings.

Knowledge, Skills and Abilities (Behaviors):

- Extensive knowledge of and skill in applying auditing and accounting principles and practices.
- Extensive knowledge of department policy and procedures; state policy, law and administrative rules; federal rules and regulations; IFTA/IRP requirements; and Generally Accepted Governmental Auditing Standards.
- Extensive skills in planning and project management and in maintaining composure under pressure while meeting multiple deadlines. Skills in negotiating issues and resolving problems.
- Establishes and maintains effective working relationships with co-workers, management, external contacts, and auditees to coordinate an efficient audit through good communication and the ability to assess the needs of the work environment.
- Collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions.
- Assesses financial and compliance environments and applies established solutions that bring understandable and accurate improvements.
- Practice effective communication by presenting information in a logical manner so others can understand.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor’s Degree in Accounting, Finance, Information Technology, or a related field.

This position requires a minimum of 4 years of experience in auditing. This position requires a minimum of 1 year of supervision or team lead experience.

Certifications, licensure, or other credentials include: CPA

Alternative qualifications include: none.

Special Requirements:

List any other special required information for this position

- Fingerprint check
- Background check
- Union Code
- Valid driver’s license
- Other; Describe
- Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Managing Auditor

Job Code Number: B2102M

Level: M

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

FLSA Exempt

FLSA Non-Exempt

Telework Available

Telework Not Available

Classification Complete

Organizational Chart attached

Human Resources:

Signature

Title

Date