



Auditor II

Salary Group: B19

Class Code: 1046

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
AUDITOR I	1044	B17	\$36,976 - \$58,399
AUDITOR II	1046	B19	\$42,244 - \$68,960
AUDITOR III	1048	B21	\$48,278 - \$78,953
AUDITOR IV	1050	B23	\$55,184 - \$90,393
AUDITOR V	1052	B25	\$63,104 - \$103,491

GENERAL DESCRIPTION

Performs moderately complex (journey-level) auditing work. Work involves examining, investigating, and reviewing records, reports, financial statements, and management practices to ensure legal compliance with state statutes and internal regulations; and conducting audits for program economy, efficiency, and effectiveness. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs routine-to-moderately-complex audits and/or audits that are primarily small to medium in scale to determine compliance with laws, rules, and regulations.

Examines and analyzes management operations, internal control structures and systems, and accounting records for reliability, adequacy, accuracy, efficiency, and compliance with legal regulations; and reports erroneous or questionable transactions.

Prepares audit reports of findings, outlines discrepancies, and recommends corrective actions.

Advises on the requirements, liabilities, and penalties of compliance and noncompliance, and recommends improved accounting or management operation systems controls.

Performs statistical sampling of data.

Plans and organizes audit procedures.

Assists in performing complex audits or audits that are large in scale to determine compliance with laws, rules, and regulations.

May conduct post-audit assessments.

May conduct special investigations into questionable practices or records.

May provide testimony at formal or informal hearings.

May provide guidance to others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in accounting or auditing work. Graduation from an accredited four-year college or university with major coursework in accounting, business administration, finance, economics, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of accounting and auditing methods and systems; of generally accepted auditing standards and procedures; and of computer technology principles, terminology, programming, and automated systems.

Skill in the use of a computer, applicable software, and sampling techniques.

Ability to compose clear and concise audit reports, to gather and analyze accurate and relevant audit information, to evaluate accounting and management operations systems for accuracy and legal conformance, to accurately complete and assemble audit working papers, to communicate effectively, and to provide guidance to others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Management Accountant (CMA), Certified Professional Environmental Auditor (CPEA), or Certified Government Auditing Professional (CGAP).