

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32902
Job Class Code:	001	Salary Schedule:	ASRRPCAUD
EEO Category:	02	Grade:	17
Workers Comp Code:	8810		

Job Code Established:	09/28/92	Effective Date:	
Job Code Revised:	01/01/01	Effective Date:	

JOB CODE SERIES: Audit Services Series

JOB CODE TITLE: PROGRAM COMPLIANCE AUDITOR I

HRIS TITLE: PRG CMLPNC AUDITOR I

CHARACTERISTICS OF THE CLASS: Works under close supervision. Has the authority to interpret federal, state and agency program laws, rules, regulations, policies and procedures; to review and make recommendations on the work of new staff in a training/learning relationship. Audits an agency's operations/activities (including contracted governmental/private contractors/service providers) and related financial systems and records; determines compliance with established federal, state, and agency laws, regulations, policies and procedures; analyzes program intent and results, noting inconsistencies and deficiencies and making recommendations as appropriate. Work product consists of completed audit reports. Responsible for completing audits in a timely, accurate and professional manner; for detecting deficiencies in operations and recommending changes.

EXAMPLES OF DUTIES: Visually examines and verifies such fiscal transactions as billings and invoices, payments, or payroll, by spot-check or by thorough examination in comparison with validated records. Examines payroll documents from public contractors to assure completeness, accuracy, and compliance with contract. Examines financial documents used in school district food service operations (including invoices, vouchers, receipts, deposits, payroll, canceled checks and bank statements and claims for reimbursement) and verifies that financial accounting, controls and figures are in compliance with state and federal law. Examines contracts of agencies subject to audit, to verify that all applicable laws are being observed. Examines accounts and verifies that proper and lawful procedures are followed and that all accounts and funds balance properly. Reviews and examines contracts of private and other governmental organizations (outside the parent agency) participating in agency-sponsored federally-funded programs and services.

Reviews and examines records being maintained to verify compliance with laws and regulations. Makes recommendations. Reviews and examines operational and maintenance manuals, to confirm their effectiveness and conformance to standards, regulations and/or laws. Gives and receives information requiring some judgment or discretion regarding current and specific business of the work unit, by telephone or by direct personal contact. Writes inspection reports making recommendations related to costs, methods and procedures. Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operation. Explains agency policies, procedures and practices to applicants, clients, representatives of other agencies, or outside individuals or groups. Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Performs related work as required.

WORK CONDITIONS: Travel with overnight stays.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: principles and practices of auditing and accounting; federal and state laws, rules and regulations as they pertain to program operations/activities; federal auditing guidelines and controls governing federally-funded programs; policies and procedures established for the work system; computerized products used in auditing and accounting systems and processes.

Skill/Ability to: applying auditing and accounting methods and techniques; applying and interpreting federal and state laws, rules and regulations as they pertain to program operations/activities; applying federal auditing guidelines and controls governing federally-funded programs; using computerized products used in systems; mathematical computation; oral and written communication; interpersonal relationships.

Experience and Education: Typical ways to obtain the KSAs would be:

- One year experience equivalent to a Program Compliance Trainee. Or
- Completion of twelve semester hours of accounting and one year professional financial auditing, program compliance auditing, or closely related experience.
- A Bachelor's degree with a major in accounting may substitute for six months of the latter experience.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.