

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32903
Job Class Code:	001	Salary Schedule:	ASRRPCAUD
EEO Category:	02	Grade:	19
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 II

HRIS TITLE: PRG CMLNC AUDITOR II

CHARACTERISTICS OF THE CLASS: Works under general supervision of Program Compliance Audit Supervisor. Has the authority to determine scope and depth of audits; to assign tasks, review and evaluate the work of team members; to interpret Federal, State and agency laws, rules, regulations, policies and procedures governing programs and activities. Audits and 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, recommending and coordinating changes with auditee; performs either independently on a team or as a lead as assigned. 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; as team leader, for reviewing and evaluating work of team members; for conducting pre- and exit-interviews with auditee; for training subordinate staff.

EXAMPLES OF DUTIES: Reads and interprets state, federal and local codes, laws and regulations in order to prepare reports or utilize in work activities. Examines all available data, evaluates success of a program in achieving its stated goals and objectives. Examines vouchers required for expenditures by public jurisdictions to verify that they contain the supporting documentation's required by law. Examines financial records of state and local government agencies, participating in federally-funded program; examines vouchers, checks, invoices, payrolls, contracts inventories, equipment, budgets, and other financial documents for validity and correctness, in accordance with state and federal regulations. Examines and reviews operational and maintenance manuals, to confirm their effectiveness and conformance to standards, regulations or laws. Resolves problems and questions presented by subordinate workers regarding work methods and processes. Explains agency policies, procedures and practices to applicants, clients, representative of other agencies, or outside individuals or groups. Compiles data, develops and composes a variety of reports on agency activities, functions, trends, conditions, or volume of specific occurrences, as mandated or determined by state or federal requirements. Writes detailed investigative reports covering all aspects of an examination of the financial accounts and records of government jurisdictions or agencies, in accordance with an established procedure and format. 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; 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 and activities; 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 Auditor I; Or
- Completion of twelve semester hours accounting and two years of 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.