

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32904
Job Class Code:	001	Salary Schedule:	ASRRPCAUD
EEO Category:	02	Grade:	20
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 III

HRIS TITLE: PRG CMLPNC AUDITOR III

CHARACTERISTICS OF THE CLASS: Works under general supervision of a Program Compliance Audit Supervisor. Authority to determine scope and depth of the most complex audit projects and act in a lead role; review and evaluate work performed by subordinate team members; interpret the most complex laws, rules and regulations. Audits the most complex operations and activities of an agency (including contracted governmental/private contractors/service providers) and related financial systems and records either independently or as lead; determines and resolves the most difficult compliance questions/problems. Work product consists of audit reports completed, effectiveness and applicability of programs and related systems determined; well trained subordinate audit staff. Responsible for completing all tasks in a timely, accurate and professional manner; conducting pre-audit and existing interviews; reviewing and evaluating work performed by team members; assigning audit projects.

EXAMPLES OF DUTIES: Analyzes and evaluates work procedures, methods and rules for a work unit; makes determinations. Reviews and examines contracts of organizations participating in federally-funded programs; verifies compliance with laws and regulations; makes determinations and plans actions. Directs, instructs, explains and counsels subordinate workers in carrying out a variety of tasks. Examines and analyzes reports, statistical data, correspondence and other materials relating to specific man-power development programs, as a basis for program evaluations; evaluates and makes recommendations. Examines financial records of state, local government and private contractors, participating in federally-funded programs; 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 financial records of state, local government and private contractors participating in federally-funded contracts, inventories, equipment, budgets and other financial documents for validity and correctness in accordance with state and federal regulations. Reviews work products or achievements of subordinate workers; evaluates work and formulates plans for improvement. Compares data from sources to assure compliance with technical specifications, rules or other technical documents, using judgment and relying upon considerable knowledge of the subject materials. Instructs staff members in proper use of a complex system of methods, procedures, rules and regulations utilized by the work system. Conducts and participates in training and staff development programs for staff. Attends periodic workshops or training sessions to improve working knowledge and skills at senior worker level in work systems. Performs related work as required.

WORK CONDITIONS: Travel with overnight stays as necessary, to audit contracted governmental/private/service providers.

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; managerial practices and techniques.

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; using computerized products used in the systems; work management and leadership; 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 II; Or
- Completion of twelve semester hours of accounting and three years professional financial auditing, program compliance auditing or closely related experience.
- A Bachelor's degree with a major in accounting may substitute for one year of the latter experience.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.