

AUDIT MANAGER, INSPECTOR GENERAL'S OFFICE

DEFINITION

Plans, directs, and participates in a broad auditing program by managing audits of the District's contracts, financial and/or operational functions to assure adherence to established policies and procedures, contract terms and conditions, and internal controls.

TYPICAL DUTIES

Assigns, trains, and supervises a group of internal audit and contract audit staff members.  
Manages complex financial, performance, and/or contract audits.  
Prepares and approves a comprehensive program of audit coverage for assigned school or facility.  
Conducts annual risk assessments entity-wide and prepares a draft annual Audit Work Plan based on the results of the risk assessment process.  
Contacts schools and facilities to schedule audits and assigns audits to the audit staff.  
Supervises, develops, and improves the professional capabilities of the audit staff through on-the-job training and staff meetings and seminars to ensure that they successfully carry out their job responsibilities.  
Appraises employee performance on an annual basis, as well as providing informal appraisals throughout the year.  
Maintains contact with the audit staff to keep abreast of the status of all audits and keeps the Deputy Inspector General informed of audit status and any problems affecting the timely completion of assigned audits.  
Reviews audit workpapers to ensure that audit report findings and conclusions are valid and are supported by well documented, adequately referenced, and properly completed workpapers.  
Reviews and edits audit reports prepared by the audit staff to ensure that relevant information is provided to management on a timely basis.  
Ensures that audit reports present findings, conclusions, recommendations, and potential monetary benefits to inform the Board of Education and to motivate management to take corrective action.  
Authorizes the publication of audit reports, under the direction of the Deputy Inspector General, Internal Audit and Contract Audit.  
Reviews important contracts and proposals, as requested, to offer constructive suggestions prior to execution.  
Determines which audits require a follow-up audit to ensure that corrective actions have been implemented.  
Keeps informed of the status of District's financial and business functions and policies and procedures relevant to the audits assigned.  
Consults and coordinates with the District's public accountants, in cooperation with the Deputy Inspector General, the internal auditing program versus the outside auditing program to determine how each can serve the other and avoid duplication of effort and excess cost.  
Approves time sheets for the audit staff.  
May attend entrance and exit conferences with the audit team during engagements as needed.  
Performs other related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Audit Manager, Inspector General's Office assists in administering the District's internal auditing program and directs complex and sensitive audits of financial and operational functions, as well as contract audits.

The Deputy Inspector General directs and reviews audit and investigative activities. The Deputy Inspector General assists in the overall direction of the function and acts for the Inspector General during absence in the exercise of delegated authority.

A Principal Auditor, Inspector General's Office performs complex audit engagements and/or supervises several auditors in conducting audits of financial and operational functions.

## SUPERVISION

General supervision is received from the Deputy Inspector General. Supervision is exercised over lower-level auditing and clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Federal Acquisition Regulations
- Fundamental principles of accounting and auditing.
- Laws, rules, regulations, practices, procedures, contracts, budgets, and fiscal practices pertaining to accounting and auditing.
- Principles of supervision and training.
- Current trends and developments in auditing and accounting.
- Cost Accounting Standards
- California Public Contract Code
- Statistical sampling techniques and methodologies

### Ability to:

- Provide leadership and technical assistance
- Train a high performance audit team capable of accomplishing objectives
- Develop methods and procedures to implement policies and regulations to improve efficiency of programs
- Hire and maintain an audit staff capable of accomplishing objectives
- Analyze and interpret highly complex financial and non-financial data
- Determine strategies to achieve goals
- Perform statistical sampling
- Express difficult concepts effectively orally and in writing
- Prepare clear and conclusive audit workpapers
- Write clear and concise narrative audit reports
- Plan, perform, and coordinate technical auditing operations
- Analyze situations, identify problems, and recommend solutions
- Handle highly confidential information
- Use professional judgment to think and act independently
- Establish and maintain effective working relationship with District personnel, audit bench, and the public
- Plan, organize, schedule, and direct the work of audit staff
- Evaluate work methods and staff performance

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a degree in accounting. Possession of a Certified Public Accountant or a Certified Internal Auditor certificate is desired.

### Experience:

Five years of professional auditing experience in public accounting firms, government agencies, or private industry. The aforementioned experience to include two years of supervisory experience.

### Special:

May be required to travel for the completion of audit projects  
A valid California Driver License  
Use of an automobile

## SPECIAL NOTE

Exempt from FLSA.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Title Change  
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JPK<sup>2</sup>