



Class Specifications
for the Class:

AUDIT ADMINISTRATOR

Distinguishing Characteristics:

This class reflects responsibility for administering a statewide program of operational and financial audits. The program involves the examination of financial operations to determine and insure compliance with the principles of sound financial management and the effectiveness of accounting systems and internal and operating controls utilized by State agencies.

Work involves supervision of an auditing staff through subordinate supervisors, and is performed under administrative direction within a broad framework of laws and in accordance with the principles and practices of sound financial management, accounting and auditing; and includes the formulation, recommendation and promulgation of guidelines, rules and regulations.

Examples of Duties:

Establishes program goals and objectives; organizes and develops an auditing staff, and formulates operating policies and procedures; schedules and organizes audit projects; directs periodic reviews to assure adherence to directives and recommendations; appraises and analyzes accounting data to determine whether financial resources are being properly managed; determines whether records and reports provide adequate information and reveal exceptions from normal patterns; reviews internal control systems to determine whether errors or fraud will remain long undetected; conducts program evaluation and budgeting activities.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of accounting and auditing, including financial report writing; applicable laws, regulations, policies and procedures; principles and practices of supervision and management.

Ability to: Administer a statewide program of internal auditing; analyze financial operations and interpret financial reports; speak and write clearly and concisely; deal effectively with other officials in achieving program goals; direct and oversee the work of others; draft and recommend proposed legislation.



This is an amendment to the class specification for the class AUDIT ADMINISTRATOR which was approved on August 16, 1982.

DATE APPROVED: 5/10/2006

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