

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Auditor Administrator

Definition

Administers and supervises the audit functions for an entire division of the Office of Auditor of State; assists deputy auditor in the overall administration of the division; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules, and assignments; administers personnel policies and procedures.

Ensures audits are properly and efficiently conducted. Monitors the progress of audits, special projects, and audit manager activities.

Provides technical and research assistance to a variety of groups and individuals, including the public.

Identifies and resolves technical and procedural problems encountered in the administration and preparation of audits.

Assists the division deputy in the development and oversight of the division's budget.

Reviews working papers, reports, and special investigative reports.

Assists the division deputy in the establishment of long-range plans and priorities. Assists in the development of audit programs.

Encourages and aids auditors in their professional development. Designs, develops, and participates in staff training as assigned.

Completes special projects for the division.

Competencies Required

Knowledge:

- Accounting and Auditing – Professional accounting and auditing theory, methods, standards, and procedures.
- Law, Rules, and Procedures – Rules and regulations regarding state accounting and auditing procedures.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources, leadership technique, and coordination of people and resources.

Abilities:

- Law and Government – Read, comprehend, and apply appropriate laws and regulations pertinent to the auditing functions of the agency of employment.
- Auditing and Accounting – perform detailed work involving the application of accounting theory and auditing concepts to routine auditing assignments.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Verbal Expression – Communicate information and ideas in speaking so others will understand.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Administration – Plan, organize, control, and effectively direct the work of assigned staff.

Skills:

- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Mathematics – Using mathematics to solve problems.
- Coordination – Prioritizing, organizing, and accomplishing tasks.

Minimum Qualification Requirements

Graduation from an accredited four-year college or university with a degree in Accounting or Finance; possession of a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Fraud Examiner (CFE) certificate; and experience equal to two years of full-time work at the level of an Assistant Auditor 5 or higher.

Notes

Travel, including overnight travel, may be required for positions in this class. Employees must arrange transportation to and from assigned work areas.

Effective date: 05/19 SA