

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

Auditor Chief Deputy

Definition

Functions as the chief deputy of the Office of Auditor of State, overseeing special projects and assisting the Auditor of State in the oversight of audits and other work completed throughout the Office; 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.

Plans, organizes, directs, and controls special projects of the Office of Auditor of State.

Participates as a member of the management team responsible for the overall operation of the Office of Auditor of State.

Evaluates, approves, and implements new operations, procedures, training, and technology to increase the effectiveness and efficiency of the divisions and the Office.

Advises on modifications to the proposed operating budget, including billing rates and the audit work plan. Monitors the budget throughout the fiscal year and recommends changes as necessary.

Assists the Auditor of State in reviewing recommendations for personnel actions received from division deputies.

Reviews final typed audits and special reports.

Advises on legislative proposals and assists the legislative liaison for the Office.

Provides information to and answers queries from officials, legislators, media, CPA firms, and the public through phone calls, correspondence, personal visits, speeches, and presentations.

Monitors current developments which affect the accounting and auditing professions and advises the Auditor of State of the impact on the Office and auditees.

Participates in various regional and national oversight and planning activities.

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.

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- 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) or Certified Internal Auditor (CIA) certificate, and experience equal to one year of full-time work at the level of an Auditor Deputy 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.

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Auditor of State.

Effective date: 11/14 SA