

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

Auditor Deputy

Definition

Supervises the overall operations of a major division of the Office of Auditor of State; serves as the liaison between the Auditor of State and division staff; 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 the activities of a division 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.

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

Assists in the implementation, development, and monitoring of new guidelines, regulations, and laws affecting operations and auditees. Resolves problems through interaction with government officials and others.

Performs reviews of final typed audit reports and/or audit reports filed with the Office of Auditor of State.

Plans, recommends, and implements new procedures, training, and technology to increase the effectiveness and efficiency of the division and Office.

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.
- 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 two years of full-time work as an Auditor Administrator or five years of full-time work at the level of an Assistant Auditor 5.

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