

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Audit Examiner Supervisor 5		Class Code: 007RB5
	FLSA Status: Exempt	Salary Schedule: SAMPAT 5	Effective Date: 4-12-13
	Summary: Incumbent is responsible for directing and supervising audits. Incumbent supervises professional, technical and personnel assigned to auditing.		

Duties:

- Oversees the selection and implementation of audits;
- Establishes criteria for auditing and referral of audits, in a manner consistent with federal or state guidelines and agency needs while monitoring for conformity;
- Establishes, monitors and maintains procedures for the implementation of the selected audits;
- Coordinates the assignment of audits to the auditors, and the selection of team members to assist with on-site activities;
- Approves audit programs developed by the auditors;
- Monitors the audits in progress and reviews completed audits for completeness and accuracy;
- Establishes and maintains quality control for assigned audits;
- Monitors auditors' interviews and/or conferences;
- Provides for critical review of audit reports to insure the completeness, relevancy and accuracy of documentation, and the proper application of the applicable statutes, regulations, policies and procedures by the auditors;
- Monitors each auditor's current assignments for timely completion and provides assistance;
- Evaluates and interprets audit findings, and as needed, confers with individual auditors for additional information and verification;
- Provides technical assistance relative to the statutes, regulations, policies and procedures;
- Guides and advises auditors in regard to statutes, regulations, policies and procedures;
- Resolves problems with subordinate auditors;
- Prepares special reports requested by the agency/division/section;
- Compiles and maintains production records for statistical review;
- Maintains adequate attendance and other personnel records;
- Supervises and coordinates activities of audit examiners;
- Provides for on-going training, staff meetings, written and verbal updates, and appropriate training classes/seminars/workshops;
- Performs related duties as required.

Job Requirements:

- Knowledge Management principles and techniques;
- Knowledge of laws, rules and regulations governing required auditing;
- Ability to plan, assign and review work of assigned staff;
- Knowledge of generally accepted accounting principles of various financial accounting systems;
- Knowledge of generally accepted auditing principles and evidence gathering and documentation techniques;
- Knowledge of statistical sampling principles;
- Advanced knowledge of state and federal laws and other payroll related statutes;
- Ability to referee decisions related to the application of state statutes;

- Ability to research legal options available to employers for reporting incumbent earnings under special or deferred compensation plans, including “sick-pay” plans;
- Ability to solve complex problems;
- Common methodologies used to record payments for services other than as payroll;
- Ability to perform highly complex research using both computerized and non-computerized records.

Difficulty of Work:

Work is broad in scope involving the technical supervision of the audit process. Extensive judgment is necessary in planning and supervising the operations of the unit in order to effectively administer audit process within the state.

Responsibility:

Incumbent works within division and agency policies and established laws. Unusual problems, which arise during the course of work and proposed deviations from practices, may be discussed with Division Director. Work is reviewed for conformance with standard policy and practices, soundness of judgment and conclusions. Decisions involving the administration of the unit have substantial impact on the agency as a whole.

Personal Work Relationships:

Incumbent works with agency staff, other agencies and the public for the purpose of planning and administering the rules, regulations and funding pertaining to the program.