

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Field Examiner Supervisor 1		Class Code: 007RE1
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date: 4-12-13
	Summary Incumbent functions as a field supervisor for regional staff assigned to the State Board of Accounts. Work involves directing and coordinating work assignments for the Field Supervisor 3 staff (AIC) concerning audit assignments and oversight, audit report reviews, performance appraisals, and the coordination of special investigations and projects. Will provide supervision for the Field Examiner 1, 2, and 3 staff if required. The incumbent works and communicates with public officials as needed in order to complete assigned audits of public and private concerns. Incumbent ensures auditing and accounting practices adhere to the agency's policies, statutory requirements, federal and state mandates, and other guidelines.		

Duties:

- Regional liaison on all matters regarding the interpretation and application of federal and state auditing policies, procedures, agency objectives and goals to public and other stakeholders;
- Provides direction, guidance and instructions in the proper application of federal and state auditing and accounting guidelines;
- Identifies and targets training programs and agendas and ensures staff are properly trained on federal and state auditing and accounting guidelines and procedures;
- Ensures assigned regions are compliant with federal and state auditing and accounting standards and practices;
- Reviews audit reports prepared and/or previously reviewed by the Field Supervisor 3 staff;
- Technical resource on all significant and/or important matter(s) impacting the agency's ability to deliver services to assigned districts;
- Ensures efficient work flow within assigned region redirecting work assignments and work locations as needed;
- Performs related duties as required.

Job Requirements:

- Thorough knowledge of federal laws and regulations relating to auditing and accounting programs;
- Thorough knowledge of federal, state, and local government operations and the relationship between state, local, and federal organizations;
- Thorough knowledge of the functional and specific organizational characteristics of the multiple units audited in the public and or private sector;
- Thorough knowledge of all governmental and general auditing and accounting standards, including advanced principles, theories and methodologies;
- Ability to apply practical principles, practices, and techniques of public and business auditing and accounting systems;
- Ability to administer agency programs and objectives;
- Ability to administer auditing and accounting principles while adhering to established federal and state laws, rules and regulations as well as agency guidelines, standards and priorities;
- Ability to organize, prioritize and manage the workflow of subordinate supervisors and staff;

- Ability to administer audit and accounting training programs and agendas;
- Effectively communicate both orally and in writing;
- Ability to tactfully manage a situation(s) in which a member of the public may become hostile and argumentative.

Difficulty of Work:

Incumbent ensures decisions made are compliant with state and federal laws, rules and regulations. Incumbent directs and monitors the work progress of assigned region staff. Work assignments are broad in scope and of a complex nature, requiring incumbent to develop strategies in order to determine solutions to unprecedented problems. Development of these outcomes impacts delivery of auditing programs and objectives within this agency as well as other organizational units.

Responsibility:

Incumbent is responsible for effectively directing and providing guidance to regional staff in the quality control of audit reports and accounting standards. Incumbent works independently to administer these services while adhering to agency goals and objectives as well as statutory requirements and federal and state guidelines. Work assignments are reviewed only at the discretion of the incumbent. Decisions regarding organizational modifications and long term goals are referred to supervisor for possible impact on agency goals and objectives.

Personal Work Relationships:

Work requires the incumbent to supervise the district Field Supervisor 3 and district staff in implementing state and federal auditing and accounting practices and standards. Contacts with other agency personnel, incumbents of other agencies, elected and appointed officials, businesspersons, and public are for the purpose of obtaining information, gaining concurrence, and ensuring cooperation while resolving program disputes.