DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
OFFICE OF GENERAL COUNSEL
OFFICE OF PROGRAM OVERSIGHT AND ACCOUNTABILITY (OPOA)

CLASSIFICATION: Senior Management Auditor

POSITION: 420-051-4161-003

INCUMBENT:

STATEMENT OF DUTIES: The Senior Management Auditor in the Office of Program Oversight and Accountability (OPOA) plans, organizes, reviews and completes internal audits in accordance with applicable auditing standards while supervising and developing audit staff. The incumbent will assist the Director of OPOA with external audit liaison functions and partner with DOJ programs when responding to external audit findings, development and oversight of the Quality Assurance and Improvement Program, and development of the annual risk assessment and audit program.

SUPERVISION RECEIVED: The Senior Management Auditor performs work under the general direction of the OPOA Director, CEA A.

SUPERVISION EXERCISED: Directly supervises Associate Management Auditors and Staff Services Management Auditors

TYPICAL PHYSICAL DEMANDS: The Senior Management Auditor may be required to work at a computer terminal up to 8 or more hours a day while performing duties and may be required to travel locally, within the state and out of state. Extended hours may be required based on workload.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an interior or exterior office or cubicle in a smoke-free environment.

ESSENTIAL FUNCTIONS:

40% Plans, organizes, and directs the work of staff engaged in a variety of complex, technical audits. Reviews and approves staff prepared risk assessments, audit objectives, and audit programs. Communicates internal audit results and emerging issues to management, ensures audit goals and standards are met. In collaboration with the Director, plans, organizes and coordinates external audit liaison functions and the development of the department's State Leadership Accountability Act report.

35% In coordination with the Director, plans, organizes and directs the administrative and supervisory duties necessary for the operation of the audit functions of OPOA. Plans, organizes and directs the audit staff, including hiring, training, evaluating and taking disciplinary action, and providing leadership and guidance. Reviews, evaluates and provides timely feedback to staff on workpapers, audit reports, and related documentation for completeness, clarity, conciseness, accuracy, and sufficient supporting evidence, and for compliance with OPOA policies and the Global Internal Audit Standards.

20% In consultation with the Director, evaluates, develops and implements department-wide policies for governing internal audit activities. Works with the Director to update internal audit manuals, policies, and procedures to keep them accurate, current, and aligned with professional standards.

5% Completes special projects as assigned.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

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Employee Signature Date Supervisor Signature Date