

## EDITED TASK LISTING

**CLASSIFICATION: ASSOCIATE MANAGEMENT AUDITOR**

**NOTE: Each position within this classification may perform some or all of these tasks.**

<b>Task Statements</b>	
1.	Perform fiscal compliance audits of the Department, contractors, and other entities to determine compliance with State and Federal policies, laws, rules, and regulations using procedures, policies, audit standards, and etc. on an on-going basis.
2.	Perform operational compliance audits of the Department, contractors, and other entities to determine compliance with State and Federal policies, laws, rules, and regulations using procedures, policies, audit standards, and etc. on an on-going basis.
3.	Conduct entrance conferences with the Department, contractor's office, and auditees to introduce attendees and auditors, discuss the audit scope, methodology and objectives, and communicate the audit process utilizing audit standards as required.
4.	Conduct exit conferences with the Department, contractors, and auditees to communicate the results of the audit report utilizing audit standards as required.
5.	Prepare work papers, audit reports, and management memos to communicate audit results to Department management, contractors and auditees using computer applications and copies of source documents on an on-going basis.
6.	Reconcile financial and operational information of the Department, contractors, and auditees to determine the integrity and accuracy of information using financial records, ledgers, bank statements, etc. guided by the audit program on an on-going basis.
7.	Review financial statements to determine whether they accurately reflect the financial condition of the Department, contractors, and other auditees using financial records, work orders, ledgers, and etc. guided by the audit program on an on-going basis.
8.	Review operational reports to determine whether they accurately reflect the financial condition of the Department, contractors, and other auditees using financial records, work orders, ledgers, and etc. guided by the audit program on an on-going basis.
9.	Evaluate internal controls to determine risk assessment of the Department, contractors and auditees using auditing standards on an on-going basis.
10.	Evaluate internal controls to determine the nature, extent, and timing of audit tests to be performed on the Department, contractor's office, and auditees using auditing standards on an on-going basis
11.	Perform complex assignments and audit services as requested by management to provide objective evaluations of the Department, contractors and auditees using auditing standards on an on-going basis.
12.	Analyze and validate data provided by the Department, contractors and auditees to determine compliance with State and Federal policies, plans, procedures, laws, rules, and regulations using auditing standards on an on-going basis.
13.	Analyze data provided by the Department, contractors and auditees to develop conclusions based on State and Federal policies, plans, procedures, laws, rules, and regulations using auditing procedures as needed.
14.	Participate in Continuing Professional Education training using formal and informal resources to meet auditing professional standards as required.

*Tasks highlighted in bold text are not currently on the SPB classification specification*

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<b>Task Statements</b>	
15.	Provide on-the-job training for new auditors using manuals, computers, verbal instruction, audit review notes, and prior audits to improve the auditor's work performance on an as needed basis.
16.	Provide training to programs within the Department to educate on risk management, internal controls, and contract language using auditing standards, State Administrative Manual (SAM), Department Policy Manuals, and California Department of Human Resources (CalHR) guidelines as required.
17.	Provide training to outside agencies including profit, non-profit, and other government organizations to educate on the Department's policies, procedures, and contract requirements using established criteria as required.
18.	Provide consulting services to other programs within the Department to develop new contract language and/or modify existing ones using auditing standards, SAM, etc. as required.
19.	Provide consulting services to other programs within the Department to develop new policies/procedures and/or modify existing ones using auditing standards, SAM, etc. as required.
20.	Participate in the internal appeal process as the audit expert to provide information that will help resolve disputed audit findings using audit reports and audit evidence as required.
21.	Assist with information requests from internal programs and external audit entities to provide materials and documents using computers, meetings, telephone, etc. as needed.
22.	Provide assistance to the legal counsel of the Department on disputed audit findings and issues using audit reports and audit evidence as required.
23.	Testify in court regarding audit issues providing clarification on disputed audit findings using audit reports, audit evidence, etc. as required.
24.	Draft requests for legal opinions to obtain interpretation of contract language and collaborate with the Department's legal counsel in meetings, using emails and memorandums as required.
25.	Extract data for the Department to provide requested information or to perform an audit using audit standards, computer software, etc. as required.
26.	Ensure confidentiality of audit information to maintain its validity, preserve the reputation/trust of the auditee, and protect the Department from liability using audit standards and Departmental security procedures on an on-going basis.
27.	Serve as Auditor-In-Charge of an audit team to ensure audits are completed timely, efficiently, and in compliance with auditing standards as required.
28.	Provide supervisor with feedback on the audit assignment to communicate status, potential issues, and benchmarks by using meetings, memorandums, and emails as required.

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29.	Learn various accounting systems and program applications used by the auditee to gather sufficient and appropriate evidence in order to perform the audit as required.
30.	Apply audit policies, guidelines and procedures to effectively manage the Department's audit functions utilizing audit standards, applicable laws, rules, regulations, and policies as needed.
31.	Assess the significance, magnitude, and probability of the Department's potential risks and assist in developing audit plans to mitigate and minimize the risks using auditing standards as needed.
32.	Review and evaluate Departmental proposals and contracts (e.g., Request For Proposals, cost allocation plans, and budget analysis) to ensure accuracy using audit procedures as needed.