

Edited KSAPC LISTING

CLASSIFICATION: ASSOCIATE MANAGEMENT AUDITOR

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

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of principles and practices of organizational management to effectively review program activities.
K2.	Comprehensive knowledge of principles and practices of accounting to effectively analyze and verify data.
K3.	Basic knowledge and application of elementary statistics to perform statistical sampling methods.
K4.	Comprehensive knowledge of management techniques in the public and private sector to obtain a global understanding of the control environment of the audit entity.
K5.	Comprehensive knowledge and applications of electronic data processing to develop work papers and write audit reports and memos.
K6.	Comprehensive knowledge of policies, rules, and regulations of the Legislature, State Treasurer and control agencies (State Controller, Department of Finance) to evaluate departmental financial and program management activities.
K7.	Comprehensive knowledge of auditing methods through electronic data processing systems to ensure compliance with current standards.
K8.	Basic knowledge of validating electronic databases to ensure accuracy and integrity of data.
K9.	Comprehensive knowledge of auditing standards used to conduct financial, compliance, and operational audits to ensure compliance using the appropriate standards.
K10.	Comprehensive knowledge of report writing techniques to effectively communicate audit findings.
K11.	Comprehensive knowledge of auditing standards to effectively analyze and verify data.

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Ability to:	
A1.	Conduct financial, compliance and operational audits of the Department's programs and its contractors, governmental jurisdictions and other entities to determine accountability and compliance with laws, rules and regulations.
A2.	Assist in gathering accounting and financial data to be used in conducting audits.
A3.	Effectively apply written and oral communication techniques to exchange information and/or provide assistance to staff and others.
A4.	Analyze the reliability and integrity of data to ensure the accuracy of audit findings and make recommendations.
A5.	Analyze policies and procedures to ensure compliance.
A6.	Work independently and/or in a team environment to accomplish audit objectives
A7.	Learn and apply auditing principles and procedures to effectively and efficiently perform your duties.
A8.	Work on multiple assignments in various stages to ensure timely completion of audits.
A9.	Transition between current assignments to address changing priorities.
A10.	Manage time to maximize productivity during work hours.
A11.	Make formal presentations in a group setting to communicate audit findings, recommendations, and trainings.
A12.	Effectively articulate information gathered during the audit to support audit results.
A13.	Conduct interviews to obtain information that can be useful to achieve the objective of the audit.
A14.	Effectively apply interpersonal skills to secure and maintain the respect and cooperation from all levels of staff.

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<i>Personal Characteristics:</i>	
P1.	Willingness to travel and work away from Headquarters to conduct audits.
P2.	Ability to qualify for a fidelity bond.
P3.	Ability to possess and maintain a valid California Driver's License.