

**GENERAL DESCRIPTION OF CLASS**

The FISCAL AUDITOR 1 audits the accounting records and financial statements of governmental agencies, utilities, and private businesses subject to State regulation. Employees in this class work independently or in teams to determine the accuracy of financial statements, accounting systems, and the adequacy of internal controls. Audits may be performed in the field or as desk audits.

**DISTINGUISHING FEATURES**

This is the second level of a three-level series. Responsibility to independently complete audit assignments and the greater degree of judgment required distinguishes this class from the trainee level. Responsibility for coordinating team audits and writing and reviewing team audit reports distinguishes this class from the higher level.

**DUTIES AND RESPONSIBILITIES**

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may perform all or some combination of the duties listed below as well as other related duties.

**1. Audit Preparation**

Review work papers from prior audits as assigned. Assist in preparing audit programs for review by higher level audit staff. Identify areas of audit concern for the agency or company to be audited and research new developments or legislation related to the proposed audited entity to identify new areas which may require audit emphasis.

**2. Audit Work**

Audit the accounting records and financial statement of State agencies, regulated private companies, or utilities doing business in the state to determine the accuracy of the financial statements and the integrity of manual or automated financial accounting systems. Determine the accuracy of reported net profits, investments in capital assets and liabilities, and the appropriateness of depreciation rates and rates of return.

Conduct on-site audits to evaluate accounting procedures and perform tests to analyze internal controls. Determine whether accounting procedures comply with established State and Federal rules and regulations and are consistent with generally accepted accounting principles. Assist companies or agencies in setting up accounting systems or procedures to correct any areas of noncompliance and participate in defining, developing, and implementing necessary corrective actions.

Interview company or agency representatives to obtain information and explain audit findings. Prepare audit reports for smaller individual audits. Conduct related research as needed.

**3. Miscellaneous**

Works on assigned special projects. Train lower-level auditors as assigned.

**RELATIONSHIPS WITH OTHERS**

Employees in this class have daily in-person and telephone contact with agency or corporate officials, accountants, and representatives during the course of an audit to answer questions and document information. Contact with these individuals may be required during rate-case issues or special audits for additional documentation.

**SUPERVISION RECEIVED**

Employees in this class receive general supervision from an administrative supervisor. Work is reviewed for accuracy and compliance with established State and Federal rules and regulations, guidelines, policies and procedures, and professional audit standards. Employees work independently, or in teams, on an assigned audit schedule or team project.

**GENERAL INFORMATION**

Positions are found in central and remote locations throughout State government (e.g., general government agencies, human or natural resource agencies, correctional, mental health, or higher education institutions, hospitals, etc.). They require the willingness to work within the environment associated with the position's location.

Some positions in this class require the willingness to travel, including overnight trips, to perform audits at entities in various geographic locations under a variety of working conditions and to work irregular hours as required.

**KNOWLEDGE AND SKILLS (KS)**

General knowledge of generally accepted accounting principles.

General knowledge of manual and computerized accounting and information systems.

General knowledge of professional audit standards and techniques.

Basic knowledge of statutes and regulations pertinent to the regulated industry or agency.

Skill in determining if generally accepted accounting principles are being observed.

Skill in analyzing financial statements.

Skill in establishing effective working relationships with industry or agency representatives.

Skill in accurately recording detailed written and numerical data and writing audit reports.

Skill in reconciling contradictory and/or incomplete records.

Skill in writing clear, concise draft reports.

Skill in conducting audit interviews/exit interviews.

Skill in researching and providing up-to-date information on changes in a company's or agency's operating procedures.

Skill in analyzing new or existing laws, rules, and regulations pertaining to a regulated industry or agency and the affect the legislation may have on the entity being audited.

Skill in analyzing independent audit reports.

Skill in preparing complete and accurate workpapers.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised