

**GENERAL DESCRIPTION OF CLASS**

The FISCAL AUDITOR 2 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 by desk review. Employees in this class coordinate team audits and training of lower-level auditors.

**DISTINGUISHING FEATURES**

This is the third level of a three-level series. The complexity of audits assigned and the added responsibility to coordinate team audits and train lower-level staff distinguishes this class from the lower levels.

**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.Team Audits**

Work independently on complex areas of the audit. Coordinate, assign, and review work of lower-level audit staff and provide input to supervisor on performance appraisals. May explain audit findings and recommendations and/or conduct the exit interview with company or agency representatives.

**2.Staff Training**

Train lower-level auditors and help with updating audit staff on changes in laws, rules, regulations, accounting theory, and audit practices. Discuss lower-level auditors progress in on-the-job training with the audit manager.

**3.Audit Preparation**

Review work papers from prior audits as assigned. Assist in preparing audit programs for review by an audit manager. Identify areas of audit concern for the agency or organization to be audited and research new developments or legislation related to the entity to be audited to identify new areas that may require audit emphasis.

**4.Audit Work**

Audit the accounting records and financial statements of State agencies, regulated private companies, or utilities doing business in the state to determine the accuracy of financial statements and the integrity of manual or automated accounting systems. Determine the accuracy of reported net profits, investment in capital assets, 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 laws, 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 or assist in preparing audit reports. Research, write, and give oral testimony in rate cases. Conduct related research as needed.

### **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, studies, or special audits for obtaining additional information or to provide 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, 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)**

Extensive knowledge of generally accepted accounting principles.  
 Extensive knowledge of manual and computerized accounting systems.  
 General knowledge of professional audit standards and techniques.  
 General knowledge of internal controls.  
 General knowledge of governmental accounting and budgetary process.  
 Basic knowledge of State and Federal laws and regulations pertinent to the regulated industry or agency.  
 Basic knowledge of leadwork activities.

Skill in determining if generally accepted accounting principles are being observed.  
 Skill in analyzing financial statements.  
 Skill in accurately recording detailed written and numerical data and writing audit reports.  
 Skill in conducting audit interviews/exit interviews.  
 Skill in establishing effective working relationships with industry or agency representatives.  
 Skill in reconciling contradictory and/or incomplete records.  
 Skill in writing clear, concise draft reports.  
 Skill in determining appropriate audit approach based on audit type.  
 Skill in assessing management control and overall operational efficiency.  
 Skill in communicating audit and research project findings.  
 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 impact the legislation may have on the entity being audited.  
 Skill in coordinating training for staff pertaining to new accounting methods, changes in industry or agency operations, and legislative changes affecting financial audits.  
 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