

Title: Audit Manager - Internal Audit	Effective Date: June 27, 2013	Grade: XVII	Job Category: Professional
Prior Title: Audit Manager - Internal Audit	Prior Effective Date: November 16, 2012	Grade: XVI	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Chief Auditor, this position is responsible for the planning, supervision, and control of Internal Audit staff in providing tests and assurances of the adequacy of fiscal policies and procedures of all phases of Departmental operations.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Provide supervision and assistance to subordinates to facilitate competent auditing of Department operations.
- Provide auditors with problem solving assistance and direction pertaining to regulation and policy interpretation.
- Prepare the annual audit plan and assign areas of responsibilities to auditors to ensure complete audit coverage.
- Review auditor's draft reports and working papers to ensure audits are conducted properly and that findings are substantiated.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in accounting and a minimum of five years auditing experience. Ability to interpret and apply Department policies and procedures. Knowledge of Government Auditing Standards. Working knowledge in the use of a personal computer and the use of Microsoft Word and Excel. Ability to communicate and work with others in a professional manner. Professional designations of Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) preferred.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

