

Staff Management Auditor (Specialist), State Controller's Office

California State Personnel Board Specification

- **Schematic Code:** LE25
- **Class Code:** 4155
- **Established:** 02/19/1997
- **Revised:** --
- **Title Changed:** --

Definition

Positions in this classification examine organization operations and internal management controls, review organization policies, and conduct technical audits of fiscal and management procedures and practices of agencies and other entities subject to audit by the Office of the State Controller; may review accounts, records, and reports; verify reconciliation of accounts and determine the accuracy of financial statements; may also be assigned to audit-related financial and/or management projects of the most complex, sensitive nature.

This is the advanced journey level requiring independence and proficiency in handling the most complex, sensitive audit assignments.

Minimum Qualifications

EITHER I

One year of experience in the California state service performing professional auditing or accounting duties of a classification with a level of responsibility not less than that of an Associate Management Auditor.

OR II

Two years of increasingly responsible auditing and/or accounting experience or management consultant experience which shall have involved preparation of reports and presentations of audit findings, at least one year must have included duties at a level equivalent to that of an Associate Management Auditor in State service. and Education: Equivalent to graduation from college, preferably with a major in accounting, business administration, public administration, or economics, with a minimum of six semester units of accounting.

Knowledge and Abilities

Knowledge of: Elementary statistics; organization and management in government and/or private sector business; current trends in government management; principles of electronic data processing, uniform accounting principles, financial organization, and procedures of the State of California; and policies, rules, and regulations of the State Legislature, State Controller, State Treasurer, Department of Finance, and central control agencies, as they relate to State agency and private sector financial program management activities.

Ability to: Conduct financial compliance and/or management audit duties of a variety of State departments, governmental jurisdictions, and private businesses; complete comprehensive investigations of accounting, financial, and business organization procedures and recommend solutions to problems and issues; and analyze accounting/financial management audit studies.

Special Personal Characteristics

Ability to qualify for a fidelity bond. Willingness to travel and work away from the headquarters office.

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