

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1265

TITLE: AUDIT MANAGER

GRADE: S-31

DEFINITION:

Under limited supervision, manages and supervises audit work; plans the most complex audit programs; supervises a group of auditors engaged in reviewing, evaluating, and recommending changes in financial, information systems, and operating procedures; maintains effective communications with department heads; and assists Senior Management in administering and managing the Agency's directives.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Audit Manager is distinguished from the Auditor IV in that the Audit Manager supervises a group of professional level auditors whereas the Auditor IV requires specialized knowledge and skills in Information Systems; or serves as a lead or supervisory auditor over projects performed by Auditor IIs and IIIs. The Audit Manager is distinguished from the Deputy Director of Internal Audit in that the Deputy Director of Internal Audit assists the Director of Internal Audit in managing the entire scope of the Internal Audit Office.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Plans and supervises the work of internal auditors performing financial, information systems, compliance, operational, and investigative audits within an assigned area;

Identifies and recommends areas to Audit Management for the annual audit plan;

Prioritizes and schedules audit projects and assignments to comply with overall plans and objectives;

Monitors and prepares administrative reports on audit projects and other assigned activities and prepares progress reports for Senior Management;

Performs an ongoing quality control review of audits and projects;

Directs, monitors, and supervises audit follow-up activity;

Counsels and guides Business Process Auditors, Senior Auditors, and Auditor IVs;

Completes performance evaluations for individual auditors on each specific audit assignment;

Reviews, edits, and discusses all audit reports with agency management;

Presents oral briefings when necessary;

Assists Senior Management in evaluating overall results of audits and in accomplishing administrative tasks.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Extensive knowledge of internal auditing standards, procedures, techniques and internal control;

Extensive knowledge of management principles, methods, and practices;

Extensive knowledge of accounting methods, principles, and practices;

Extensive knowledge of investigative methods and practices;

Extensive knowledge of information systems, standards, procedures, and techniques;

Extensive knowledge of information systems general and application controls;

Extensive knowledge of data extraction and analysis software tools;
 Ability to analyze and interpret complex data and draw sound conclusions;
 Ability to work independently within established policies, procedures, and guidelines;
 Ability to plan work, develop strategies, and supervise multiple assignments;
 Ability to communicate clearly and concisely, both orally and in writing with all levels, including senior County management;
 Ability to effectively use personal computers and common software, i.e. word processing, spreadsheet, flowcharting;
 Ability to establish and maintain effective working relationships.

EMPLOYMENT STANDARDS:

Graduation from an accredited four-year college or university with a bachelor's degree in business administration, public administration, or a related field, with major course work in accounting, auditing, finance, information systems and/or computer science;
 PLUS Five years of professional auditing experience, including one year of supervisory experience.

CERTIFICATES AND LICENSES REQUIRED:

Certification as a Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or Certified Information System Auditor (CISA).

NECESSARY SPECIAL REQUIREMENTS:

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency. Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.

REVISED/RETITLED:	April 11, 2013
REVISED:	April 2, 2008
REVISED:	September 27, 2005
REVISED:	February 26, 1999
REVISED:	August 30, 1996
REVISED:	April 10, 1991