

DEPT OF TRANSPORTATION

*Driving the future of transportation with a diverse and innovative team
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PERFORMANCE AUDIT SUPERVISOR

DEPT OF TRANSPORTATION

Job Location:

Address: 1655 W. Jackson Street, Phoenix, AZ 85007

Posting Details:

Salary: \$65,000.00 - \$85,000.00

The anticipated salary is: \$78,705.15

Grade: 24

Closing Date: 10/3/2021

Job Summary:

Our Performance Audit Supervisor position is primarily responsible for supervising a team of staff performing audits; provides leadership and strategic direction to the unit, providing day to day direction for audits, participating in hiring decisions, maintaining and improving the quality of audits, clearly communicating audit results and maintaining effective relationships with management throughout ADOT. This position works independently under limited supervision, assists in audit planning, development of audit programs and reporting performance audit results; complex and difficult audits are to be performed in accordance with Generally Accepted Government Auditing Standards (GAGAS) and the Institute for Internal Auditors' International Professional Practices Framework

(IPPF), to recommend controls to minimize risk, enhance efficiencies and effectiveness of operations and, increase accountability; ensure audit conclusions are well supported by sufficient and appropriate audit evidence, and produce high quality written reports presenting complex data clearly and concisely, needing only minimal revision.

Job Duties:

Essential Duties and Responsibilities include but are not limited to:

- Manage staff to perform audits efficiently, effectively and in conformance with GAGAS and IPPF Standards, and meeting target date commitment to clients; periodic 1-on-1 meetings with staff, keeping the client and management apprised of progress, timely approval of all work papers and assist in any type of audit as necessary.
- Supervise staff in doing risk assessment and preparing a comprehensive audit program that addresses the risks identified for the area under audit; approve engagement memos to clients that set forth the scope of work to be performed, target dates for completion and material required; Attend entrance conferences for all audits.
- Oversee the preparation of well written and timely audit reports clearly detailing the scope and objectives of the audit, the audit methodology, audit findings and management responses; schedule and attend audit exit conferences.
- Perform complex and difficult audits independently using approved audit programs and document results in work papers prepared in

accordance with GAGAS and IPPF and within established budgeted hours.

- Manage audit budgets and audit deadlines, monitor staff's progress under limited supervision, identifying problems and apply corrective actions to complete smaller assignments effectively in a reasonable time frame.
- Write audit reports, memos and letters in a clear and concise manner.
- Follow-up on audit findings as appropriate.

Knowledge, Skills & Abilities (KSAs):

Knowledge of:

- Audit concepts, techniques and methods
- Audit standards, internal controls, audit software, COSO
- Data extraction and analysis software

Skills in:

- Critical thinking and problem solving
- Analyzing qualitative and quantitative data
- Use of professional judgment
- Time management
- Supervision

Ability to:

- Work effectively under limited supervision
- Create audit programs from scratch and perform high-risk and complex assignments
- Communicate clearly and concisely both orally and in writing
- Perform detailed work quickly and accurately
- Interpret laws, rules, regulations, and policies
- Establish and maintain effective relationships
- Motivate team to meet goals

Selective Preference(s):

The ideal candidate for this position will have:

A bachelor's degree from an accredited institution in Accounting, Finance, Business Administration or other field meeting the KSAs.

Minimum of 2 years of professional, complex, and diverse audit experience.

Minimum 3 years supervisory experience.

CPA, CIA or other professional designation is preferred.

Pre-Employment Requirements:

This position requires possession of a valid Arizona Class D Driver License. Candidates for this position must complete and sign PART 1 of the State of Arizona Application for Employment at the time of interview, which will allow

ADOT to obtain the candidate's motor vehicle record (MVR). The most recent 39-month period shown on the MVR will be reviewed in accordance with A.A.C. R2-10-207.11 (H) and (I). The review must show an acceptable driving record prior to any offer of employment being made by ADOT. Employment is contingent upon an acceptable MVR.

Benefits:

The Arizona Department of Administration offers a comprehensive benefits package to include:

- Sick leave
- Vacation with 10 paid holidays per year
- Health and dental insurance
- Retirement plan
- Life insurance and long-term disability insurance
- Optional employee benefits include short-term disability insurance, deferred compensation plans, and supplemental life insurance

For a complete list of benefits provided by The State of Arizona, please visit our [benefits page](#)

Retirement:

Mandatory participation in the Arizona State Retirement System (ASRS) is required.

Contact Us:

Arizona State Government is an EOE/ADA Reasonable Accommodation Employer. Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by calling (602) 712-7279. Requests should be made as early as possible to allow sufficient time to arrange the accommodation. ADOT is an Equal

Employment Opportunity Employer. All newly hired employees will be subject to E-Verify Employment Eligibility Verification.