

Missouri Department of Transportation

Code: R04426

Title: Audit Manager

Exemption Status: Exempt

Grade: 17

Job Description

Effective Date	04-01-2006
Replaces (Effective Date)	11-01-2004
General Summary	The audit manager oversees the completion of audits. Responsibilities are performed under general supervision
Minimum/Required Qualifications	Bachelor's Degree: Accounting, Business Administration, Finance, or related field Six years of experience in positions demonstrating a knowledge and application of auditing standards, generally accepted accounting principles and practices, and business practices.
Supervisory Responsibilities	Full Supervision
Location	Central Office - Audits and Investigations
Special Working Conditions/Job Characteristics	Job may require occasional, statewide, overnight travel.

Examples of Work

- (1) Develops and manages the annual audit plan, including performing a risk assessment and recommending the audits to be performed.
- (2) Supervises and assigns audit personnel and resources to individual audits to best implement the annual audit plan.
- (3) Ensures audit programs are written to accomplish the requirements of the audit plan.
- (4) Coordinates continuing education for audit staff and maintains professional certification and training records.
- (5) Conducts and directs research and provides consultation on complex inquiries from department and outside entities, such as federal agencies, consultants, cities, and counties.
- (6) Ensures the audit manual, audit policies, and audit practices remain current by reviewing updates to auditing standards, regulations, and publications.
- (7) Reviews audit working papers to ensure compliance with auditing standards.
- (8) Reviews and/or prepares the draft audit report as well as correspondence related to the audit.
- (9) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action

Program.

- (10) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.