

## **“...performing professional auditing or accounting duties...”**

- A non-comprehensive list of professional auditing duties:
  - Detecting deficient controls, duplicated efforts, or fraud
  - Finding non-compliance with laws, regulations, or management policies
  - Examining records and interviewing workers
  - Examine and evaluate financial information
  - Review data detailing material assets, liabilities, capital stock, surplus income, expenditures, and/or net worth of company, department, agency, etc.
  - Inspect account records and systems for efficiency, effectiveness, and use of accepted accounting procedures
  - Determining scope of necessary audit or investigation
  - Testing transactions for propriety, accuracy, completeness
  - Observing and documenting operations
  - Review and/or evaluate automated systems
  
- A non-comprehensive list of professional accounting duties:
  - Report findings regarding finances of establishment to management
  - Prepare, examine, or analyze accounting records, financial statements, or financial reports
  - Assess accuracy and completeness of reporting and procedural standards
  - Establish tables of accounts and assign entries to proper accounts
  - Develop, implement, modify, and document record keeping and accounting systems
  - Compute taxes owed and prepare tax returns
  - Ensure accounting practices are compliant with relevant laws, rules, regulations, and standard accounting procedures
  - Maintain and examine the accounting records of government agencies and private enterprises
  - Develop, maintain, and analyze budgets
  - Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses

## **Classifications equivalent to Associate Management Auditor (\$4711 – \$6195)**

- Associate Insurance Examiner, Range A
- Associate Program Evaluator, CalPERS
- Associate Property Auditor Appraiser (Board of Equalization)
- Associate Tax Auditor, Board of Equalization
- Associate Tax Auditor, Employment Development Department
- Associate Tax Auditor, Franchise Tax Board
- General Auditor III
- Health Program Auditor III, Department of Health Services
- Investigative Auditor III, Department of Food and Agriculture
- Investigative Auditor III, Department of Justice