

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

- A non-comprehensive list of professional auditing duties:
 - Review audits performed by other entities and ensure compliance with established standards
 - Review document/information provided by other entities to ensure compliance with established guidelines, rules, and regulations
 - Plan, organize, and monitor complex audits
 - Evaluate and make recommendations to another program
 - Implement changes as required by changes in law and regulations
 - Supervise a group of auditors performing auditing duties listed below
 - Detect deficient controls, duplicated efforts, or fraud
 - Find non-compliance with laws, regulations, or management policies
 - Examine 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
 - Determine scope of necessary audit or investigation
 - Test transactions for propriety, accuracy, completeness
 - Observe and document operations
 - Review and/or evaluate automated systems

- A non-comprehensive list of professional accounting duties:
 - Supervise a group of auditors performing accounting duties in course of an audit listed below:
 - Report findings regarding finances of establishment to management
 - Examine or analyze accounting records, financial statements, or financial reports of an entity
 - Assess accuracy and completeness of reporting and procedural standards
 - Establish tables of accounts and assign entries to proper accounts
 - Review tax returns prepared by clients or entities
 - 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
 - Review and analyze budgets
 - Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses

- Evaluate and determine if an accounting or financial management system is adequate according to established standards

Classifications equivalent to Staff Management Auditor (\$5181 – \$6760)

- Investigative Auditor IV (Supervisor), Department Of Justice
- Supervising Auditor I, Department of Real Estate
- Supervising Auditor I, Milk Marketing
- Supervising Auditor, Department of Motor Vehicles
- Supervising Governmental Auditor I
- Supervising Investigative Auditor, Department of Food and Agriculture
- Supervising Tax Auditor I, Employment Development Department