

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<b>CLASSIFICATION SERIES:</b> Internal Auditor	<b>SERIES NO :</b> 6641T
	<b>MAJOR AGENCIES:</b> Treasurer of State only	<b>EFFECTIVE DATE:</b> 1-23-94

**SERIES PURPOSE:**  
The purpose of the internal auditor occupation is to conduct formal reviews & analyses of an assigned agency's statewide internal operations & controls, which may include review of financial data & reports for accuracy, to Provide management with information concerning effectiveness of operations & areas of inefficiency & non-compliance with policies & regulations.

At the three levels, incumbents learn to &/or conduct routine audits of simply structured &/or complex programs, or non-routine audits of simply structured programs or act as lead worker &/or conduct non-routine audits of complex programs.

This classification series does not include the following:

Individuals handling daily accounting/examination & auditing transactions for |processing of bills, vouchers, invoices or for reimbursement of claims or |third-party reimbursement see Examiner, 6611 series.

Individuals solely responsible for conducting analyses & reviews (i.e., program audits) for effectiveness of programs, projects or activities, see Management Analyst, 6321 series.

The following are definitions of terms that will be cited herein for this classification series.

Financial audit: review & analysis of financial accounts, documents & statements to determine their accuracy, integrity & fair presentation, in accordance with general accepted accounting principles.

Compliance audit: review & analysis to determine whether an entity is adhering to laws, regulations, policies & procedures.

Operational audit: review & analysis of acquisition, control & utilization of personnel, facilities, materials & resources to determine economy & efficiency.

Program audit: review & analysis of actual or potential programs, projects & activities to determine progress, success & impact (i.e., focus placed on program results).

Routine audit of simply structured programs: audit procedures are straight-forward & uncomplicated; employs basic research to gather facts; findings & recommendations are minor; there are few questioned costs; check for basic compliance with statute or regulation; entities audited are normally small in size, involve small dollar value, have good internal controls, no prior audit problems & one contract (e.g., audits of travel vouchers, review of timekeeping procedures with attendance records, communications involving fund expenditures, audits of highway safety grants or small residential care providers, audits of petty cash).

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Routine audit of complex programs: audits may involve use of past audit work plans for same functions being audited, are conducted in accordance to formulated audit guidelines, audit trail may cover several divisions in an agency or activities, records or documentation of several units or functions that interrelate; auditor must identify processing or function weakness in one area with control aspects of total program; auditor must state the problem, causes thereof, risk exposures & recommend corrective action that assures management the action to resolve problem is necessary, will be effective & is adequate (e.g., resolution of subgrantee audits with administrative findings & routine deficiencies done annually with little or no change; audits of two or more contracts in medium size agency or audit of several divisions in a large sized organization with good internal controls & accounting system; financial & compliance audit of entity's revolving funds).

Non-routine audits of simply structured programs: audits involve one area in one agency; there are suspected problems in programs; almost all assumptions are challenged which requires an auditor to anticipate large uncovered risks based upon association of identified program weaknesses; each audit conducted requires different audit procedures; auditor recommends management action to completely & realistically resolve the problem (e.g., audit of overtime abuse, suspected fraud or mismanagement in one entity).

Non-routine audits of complex programs: audits required because of known or suspected problems of programs which involve interaction of several units, processes, functions & departments; all assumptions are challenged; auditor must cross-relate challenged assumptions across programs, units or functions to anticipate larger risks; identified processing or function weaknesses are related to all other assumptions & control aspects of entire program (e.g., audits in new areas in large organization with large dollar amount &/or mismanagement involving several units or divisions or agencies & several different statutes & regulations).

**CLASS TITLE:**  
Internal Auditor 1

**CLASS NUMBER:**  
66411T

**EFFECTIVE DATE:**  
1-23-94

**CLASS CONCEPT:**  
The full performance level class works under direction & requires considerable knowledge of accounting & auditing in order to learn to conduct &/or conduct routine audits of simply structured &/or complex programs, including financial, operational & compliance audits & prepare report of findings & recommendations.

**CLASS TITLE:**  
Internal Auditor 2

**CLASS NUMBER:**  
66412T

**EFFECTIVE DATE:**  
1-23-94

**CLASS CONCEPT:**  
The advanced level class works under direction & requires thorough knowledge of accounting & auditing in order to learn to conduct &/or conduct non-routine audits of simply structured programs, including financial, operational & compliance audits, prepare report of findings & recommendations & learn to conduct non-routine audits of complex programs.

**CLASS TITLE:**  
Internal Auditor 3

**CLASS NUMBER:**  
66413T

**EFFECTIVE DATE:**  
1-23-94

**CLASS CONCEPT:**

The advanced level class works under direction & requires thorough knowledge of accounting & auditing in order to prepare audit programs/guidelines &/or coordinate work of internal audit personnel, conduct non-routine audits of complex programs &/or act as lead worker, conduct financial, operational & compliance audits of entities regardless of program complexity & resolve &/or assist lower-level internal auditors in resolving most complex audit problems.

<b>CLASS TITLE:</b> Internal Auditor 1	<b>CLASS NUMBER:</b> 66411T	<b>BARGAINING UNIT:</b> EX
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**JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED).**

Learns to conduct &/or conducts routine audits (i.e., financial, compliance &/or operational audits) of simply structured &/or complex programs (e.g., reviews reference materials & confers with staff members relative to previous or similar audits conducted in assigned area; identifies problems & prepares questions to pose during audit; reviews & analyzes records, operations, organization, systems & controls & interviews employees involved in program, unit or function being audited) independently or as part of team (i.e., can be responsible for total audit or segment thereof).

Assists in planning & writing &/or plans & writes audit guidelines for assigned audits or audit segment; assists in preparing &/or prepares workpapers, supporting schedules & materials & preliminary audit reports; assists in preparing &/or prepares final audit report summarizing work performed, findings & recommendations to improve/resolve deficiencies or non-compliance.

Meets with &/or telephones appropriate representatives to be involved in audit to participate in outlining or outline scope of audit; attends meetings to review or participate in discussion of audit findings with appropriate representatives of entity audited; conducts program audits as directed; accompanies higher-level internal auditor on non-routine audits of simply structured programs for training purposes as assigned; attends in-service training & staff meetings.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of accounting; auditing; state's central accounting system & laws, rules & regulations governing programs, functions, accounts or entity to be audited\*; public relations\*. Skill in use of calculator & personal computer/video display terminal. Ability to develop audit guidelines for & conduct routine financial, compliance & operational audits; prepare meaningful, accurate & concise audit reports to include accurate recommendations to resolve/reduce deficiencies or non-compliance; handle routine & sensitive contacts with representatives of entity undergoing audit & cooperate with co-workers.

**(\*)Developed after employment**

**Minimum Qualifications for Employment:**

Completion of undergraduate core coursework in accounting to include coursework in auditing.

-Or completion of undergraduate core coursework in public or business administration, economics, computer science or related field; 16 semester or 24 quarter hours in accounting.

Note: positions which involve travel to audit sites in field also require valid driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**Training and Development required to remain in the classification after employment:** Not applicable.

**Unusual Working Conditions:** May require travel; may be required to provide own transportation.

<b>CLASS TITLE:</b> Internal Auditor 2	<b>CLASS NUMBER:</b> 66412T	<b>BARGAINING UNIT:</b> EX
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**JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED).**

Learns to conduct &/or independently conducts non-routine audits (i.e., financial, compliance &/or operational audits) of simply structured programs (e.g., prepares preliminary &/or comprehensive audit guidelines to include timeline, scope, goals & objectives; determines types of tests & procedures necessary to perform audit; reviews & analyzes records, operations, organization, systems & controls & interviews appropriate parties involved in program, unit or function being audited; confers with supervisor concerning changes in emphasis of audit & problems encountered during course of audit), assists in preparing &/or prepares necessary workpapers, related audit materials, preliminary audit reports & final audit report or draft audit report to summarize activities, findings & recommendations to improve/resolve deficiencies or non-compliance.

Plans &/or assists in planning & conducts routine audits of simply structured &/or complex programs & prepares required workpapers, supporting schedules & materials & reports (i.e., audit work can be done independently, as part of team under another's direction or as team leader for particular audit).

Conducts entrance interviews with appropriate representatives to discuss scope of audit & exit interviews to review findings & recommendations; conducts program audits when necessary; answers telephoned or written inquiries concerning audits; attends in-service training & staff meetings; learns to conduct & assists higher-level internal auditor in conducting non-routine audits of complex programs.

**MAJOR WORKER CHARACTERISTICS:** Knowledge of accounting; auditing; state's central accounting system & laws, rules & regulations governing programs, functions, accounts or entity to be audited\*; public relations. Skill in use of calculator & personal computer/video display terminal. Ability to independently develop audit guidelines for & conduct non-routine financial, compliance & operational audits; prepare meaningful, accurate & concise audit reports to include accurate recommendations to resolve/reduce deficiencies or non-compliance; handle routine & sensitive contacts with representatives of entity undergoing audit.

(\*)Developed after employment

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:** Completion of undergraduate core coursework in accounting to include coursework in auditing; 12 mos. exp. in internal &/or external auditing. -Or completion of undergraduate core coursework in public or business administration, economics, computer science or related field; 16 semester or 24 quarter hours in accounting; 12 mos. exp. In internal &/or external audit. -Or 12 mos. exp. as Internal Auditor 1, 66412T.

Note: for positions which involve travel to audit sites in field, applicants must be able to provide own transportation. -Or equivalent of Minimum Class Qualifications for Employment noted above.

**Training and development required to remain in the classification after employment:**

Not applicable.

**Unusual working conditions:** May require travel; may be required to provide own transportation

<b>CLASS TITLE:</b> Internal Auditor 3	<b>CLASS NUMBER:</b> 66413T	<b>BARGAINING UNIT:</b> EX
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**JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED).**

Independently conducts non-routine audits of complex programs &/or acts as lead worker over lower-level internal auditors on continuous, daily basis (i.e., provides work direction & on-job training to assigned auditors by monitoring daily work progress, conferring with auditors on problem areas &/or changes in emphasis of audit & reviewing work papers & audit reports for accuracy, completeness & compliance with agency requirements & standards; assists supervisor &/or independently prepares audit guidelines to include timeline, scope, goals & objectives of audits; schedules & coordinates audit assignments for auditors) & acts in absence of supervisor to ensure continued functioning of unit/office.

Independently &/or as lead worker, prepares audit guidelines & conducts routine & non-routine audits of simply structured &/or complex programs to include handling most difficult audit issues.

Prepares audit reports & workpapers or if acting as lead worker, also reviews audit reports or segments thereof prepared by team members for accuracy, completeness & compliance with agency standards & procedures & to justify findings & recommendations.

Conducts entrance & exit conferences with representatives of unit, program, function or entity audited; responds to telephoned & written inquiries concerning audits; attends in-service training & staff meetings; conducts program audits when necessary.

**Major Worker Characteristics:** Knowledge of employee training & development\*; supervisory principles/techniques\*; accounting; auditing; state's central accounting system & laws, rules & regulations governing programs, functions, accounts or entity to be audited; public relations. Skill in use of calculator & personal computer/video display terminal. Ability to develop audit guidelines for & oversee/conduct routine & non-routine financial, compliance & operational audits; prepare meaningful, accurate & concise audit reports to include accurate recommendations to resolve/reduce deficiencies or non-compliance; handle routine & sensitive contacts with representatives of entity undergoing audit & establish friendly atmosphere as audit team leader as lead worker. **(\*)Developed after employment**

**Minimum Class Qualifications for Employment:** 12 mos. exp. as Internal Auditor 2, 66412T with experience commensurate with type of audits to be conducted for employing agency. -Or completion of undergraduate core coursework in accounting to include coursework in auditing; 2 yrs. exp. In internal &/or external auditing. -Or completion of undergraduate core coursework in public or business administration, economics, computer science or related field; 16 semester or 24 quarter hours in accounting; 2 yrs. exp. in internal &/or external auditing. Note: positions which involve travel to audit sites in field applicants must be able to provide own transportation -Or equivalent of Minimum Class Qualifications for Employment noted above.

**Training and Development required to Remain in the classification after employment:** Not applicable.

**Unusual Working Conditions:** May require travel; may be required to provide own transportation