



Controller Betty T. Yee

California State Controller's Office

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-8579.

Position:

(279) Staff Services Management Auditor – Local Government Audits Bureau (4 Positions Available)

Position #:

051-640-5841-XXX

Salary Range:

\$3,817 - \$6,207

Issue Date:

10/6/2020

Contact:

Efren Lose (916) 324-7226
audrecruitment@sco.ca.gov

Location:

Division of Audits
3301 C Street
Sacramento, CA 95816

Final Filing**Date:**

11/5/2020

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit application package electronically via your CalCareers account or to address below:

State Controller's Office
Human Resources Office
ATTN: Classification Unit - IG
300 Capitol Mall, Ste. 300
Sacramento, CA 95814

Application package must include all the required documents. Mailed application package must include either ARF # AUD 121, 122, 123, 124 or Position # 051-640-5841-XXX (4) in the job title section. Application received without this information may be rejected.

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

The following link outlines a summary of benefits available to state employees:

<https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Special Instructions:

In addition to the application, candidates must provide a resume; education documentation indicating that all graduation requirements have been met; college transcripts showing completion of accounting units required for this position; and a statement of qualifications (SOQ). Applications received without these documents may not be considered.

The SOQ should be clear, concise, and typewritten for ease of reading. Additionally, this document must be no longer than one page, single-spaced, in 12-point font, and on a letter-sized document (8½ x 11). The SOQ must address your experience, education, and skills that demonstrate your qualifications.

A notation or reference to other materials such as resumes or applications will not be considered and will not substitute for the SOQ.

Description of the Division:

The Division of Audits determines the legality and accuracy of all claims against the State through the performance of pre and post-payment audits. The Division assures the accuracy of local government claims and financial statements submitted to the state and federal government by annually reviewing and revising audit guidelines, reviewing audits performed by independent local auditors under these guidelines, and performing audits of a variety of state and federal programs. Through audit activity, the Division identifies improper expenditures of state and federal funds.

Description of the Bureau

The Local Government Audits Bureau performs audits and reviews of local governmental agencies for various programs including Road Fund; Special Gas Tax Street Fund; Gas Tax Refund, Road Maintenance and Rehabilitation; Local Oversight – Underground Storage Tanks; Peace Officer Standards and Training; Flood Control Subvention; Internal Control System; Probate Referee; Women, Infants, and Children; and Streets and Roads Annual Report. The bureau conducts field audits in accordance with generally accepted governmental auditing standards, and pursuant to specific regulatory requirements and contractual arrangements with the federal government and other state and local agencies.

Scope of the Position:

Under close supervision provided by a Senior Management Auditor, the incumbent will learn and develop appropriate skills and methods related to a variety of engagements (audits, attestations, and/or reviews) for compliance with applicable laws, rules, and regulations. This is a training and development classification. Typically, the incumbent will perform tasks directed by a Staff Management Auditor (Specialist) or Associate Management Auditor. The incumbent may also personally perform the least complex engagements.

Travel:

- 1 Travel to and from the audit site—up to 60% overnight travel using various modes of transportation: airline and/or by vehicle.
- 1 The incumbent is required to have a valid driver license.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- 1 Review and analyze the accounts and records of the auditee to determine compliance with applicable laws,

rules, and regulations.

- 1 Perform audits in an independent manner in order to fulfill contractual agreements; and statutory and constitutional responsibilities, using software such as Microsoft Office and TeamMate. Document engagement results using clear and concise language that supports work performed and related findings. Develop appropriate recommendations for corrective action based on competent findings.
- 1 Learn and apply SCO's Engagement Manual policies, specific program procedures, and protocols; professional auditing standards, and common auditing techniques.
- 1 Assist in planning and completing assignments effectively within predetermined budgeted hours. Advise the auditor-in-charge and/or Senior Management Auditor of the engagement progress, potential issues, and other factors affecting the timeliness of the engagements and issuance of the engagement reports.

Desirable Qualifications:

(In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate.)

- 1 Firm foundation in accounting, auditing, and organizational management.
- 1 Possession of excellent organization, time management, customer service and interpersonal skills.
- 1 Ability to act independently, and be open-minded, flexible, and tactful.
- 1 Ability to use good judgment when analyzing data and situations, drawing sound conclusions, and taking effective actions.
- 1 Ability, flexibility, and willingness to thrive in an environment of change, pressure, and deadlines.
- 1 Demonstrate a positive attitude and willingness to learn.
- 1 Excellent writing and presentation skills.
- 1 Strong computer skills, including use of Microsoft Office applications.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, hair style and texture, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 02/2020