

Title: <b>Audit Manager - Internal Audit</b>	Effective Date: October 18, 2010	Grade: XVI	Job Category: Professional
Prior Title: Initial Distribution	Prior Effective Date: June 18, 2009	Grade: XVI	Page: 1 of 1

**CHARACTERISTICS OF WORK**

Under the supervision of the Chief Auditor, this position is responsible for the planning, supervision, and control of Internal Audit staff, to provide test and assurances of the adequacy of fiscal policies and procedures of all phases of Departmental operations.

**EXAMPLES OF WORK**

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Provide supervision and assistance to subordinates to facilitate competent auditing of Department operations.
- Provide problem solving assistance, regulation and policy interpretation to provide auditors with assistance and direction.
- Prepare the annual audit plan and assign areas of responsibilities to auditors to ensure complete audit coverage.
- Review auditor's draft reports and working papers to ensure audits are conducted properly and that findings are substantiated.

**MINIMUM REQUIREMENTS**

The educational equivalent to a bachelor's degree from an accredited college or university in accounting knowledge of Department policies and procedures, and a minimum of five years auditing experience. Professional designations of Certified Intern Auditor (CIA) or Certified Public Accountant (CPA) preferred.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*