

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Department Auditor <u>WORKING TITLE:</u> Audit Supervisor	<u>CLASS NUMBER:</u> 60223	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N16	<u>POSITION CONTROL #:</u> 930042
<u>POSITION LOCATION:</u> 1721 Northland Park Ave., Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Finance Administrator (930040)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Accountant (930043, 930044, 930045)		

CLASSIFICATION PURPOSE:

The primary purpose of the Department Auditor is to oversee the internal and external audit and monitoring activities of the department.

JOB DUTIES:

Oversee internal and external review and monitoring activities of the agency. Develop the audit and financial monitoring requirements, processes, and procedures related to the monitoring of various provider organizations that receive federal, state, and local funding through the county. Perform operational and financial examination of records related to programs for which the provider conducts services on behalf of the agency. Prepare comprehensive reports of audits and monitoring results, make recommendations and review/approve Corrective Action Plans (CAPs) and Corrective Improvement Plans (CIPs) submitted by providers. Upon implementation of CAPs and CIPs by providers, issue Management Decision letters. Travel to various provider organizations to independently conduct routine and non-routine comprehensive monitoring reviews and/or audits of complex programs to assure compliance with federal, state, and agency rules, regulations and statutes as required by 2 CFR 200 of Uniform Guidance – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Review audits of provider agencies to help assess agency risk levels and determine scope of monitoring and any weaknesses and/or deficiencies to be reviewed or follow up to be completed.

Make recommendations to senior management and executive team regarding any concerns or issues related to provider operations and contracts as the result of a staff monitoring. Schedule and conduct technical assistance meetings with provider agencies to discuss the basis for reviews and areas of concentration such as identifying duplications, overlapping and conflicts with other related programs for which a provider receives a pass-through of local, state, and/or federal dollars. Establish timeframes and list of providers for which monitoring reviews will be completed. Supervise assigned staff who are responsible for monitoring agency providers and conducting internal audits. Provide training of required duties to assigned staff. Train internal staff on relevant Uniform Guidance and audit and monitoring criteria as well as federal, state and local directives. Maintain records and schedules for correspondence related to monitoring and audit findings, continuous improvement plans and corrective action plans. Provide financial technical assistance and training to providers.

Participate in staff interviews for new hires, evaluate staff performance, and approve timesheets, leave forms, and requests. Make recommendations regarding disciplinary issues, provide counseling as needed.

Review internal policies, procedures, and processes for audit compliance and make recommendations and suggestions for improvement based on potential audit liabilities. Serve as liaison with Community Contracts and Programs (formerly DSS) and Quality Support Services (QSS) departments on matters regarding finance and monitoring issues related to contracts, requests for proposals, and purchase orders completed by those areas. Review and capture contract expenditures for monitoring and analysis purposes to determine if funds are being spent in compliance with the contract or subaward agreement. Create spreadsheets, tracking system, and training materials.

Serve as liaison between the agency and federal, state, and local audit staff when an audit/agency review is in process. Collect and review all required documentation, reports, etc. and ensure information is made available to audit staff. Participate in audit meetings including entrance and exit conferences. Maintain internal tracking of all audit meetings, correspondence, etc. Interpret and review federal regulations and state OAC, ORC, 2 CFR 200 and/or audit compliance to assure agency is meeting required regulations and laws. Prepare written impact statements of any new rules and regulations related to audit changes. Oversee the preparation of annual risk assessments for agency provider agreements, and serve as the agency liaison for federal, state and county audits. Conduct comprehensive internal audits/reviews at the request of the senior management and executive team. Attend meetings, trainings, and participate in workgroups

related to area of responsibility. Prepare written correspondence. Maintain tracking system of reports, corrective action deadlines and follow-up visits and technical assistance sessions.

Respond to written inquiries and telephone conversations with the general public, providers, and other governmental agencies. Prepare memos, letters, reports, and other correspondence surrounding audits and audit findings. Create, modify, and manipulate Excel spreadsheets in addition to Word documents. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; bookkeeping; inventory control; accounting; office management; agency policy and procedures. Skills in equipment operations. Ability to deal with many variables and determine specific action; calculate fractions, decimals and percentages; maintain accurate records, use proper research methods in gathering data; develop complex reports; work alone on most tasks; handle sensitive inquiries from and contact with officials; resolve complaints from government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in business administration, public administration, or accounting with five (5) years of performing or managing audit experience; or any equivalent combination of training and experience.

Additional Requirements

Required to travel to provider organizations. Must meet background check requirements.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to recommend and approve the transfer, promotion, or salary increase of other employees.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date