



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

DEPUTY GENERAL AUDITOR

Group-Section: Office of the General Auditor	FLSA Status: Exempt Bargaining Unit: UNREP	Salary Grade: 77 Job #: Z57
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JOB SUMMARY

Under general direction of the General Auditor, assists in planning, organizing and coordinating audit activities; managing staff; and assisting in the administration of the Audit Department. Assesses the adequacy of accounting and administrative control systems to ensure that Metropolitan assets are properly accounted for and safeguarded; to maintain the reliability of financial statements; and to provide for compliance with applicable laws, regulations, and board directives. Assists the General Auditor with directing audit staff activities as needed to ensure that audit objectives are met and that appropriate audit coverage is achieved during the review of Metropolitan's operational, and financial activities.

DISTINGUISHING CHARACTERISTICS

Performs responsibilities with a high level of independence; requires a high degree of leadership and judgment; strong analytical and administrative skills; and diplomacy while managing projects and interfacing with the board and management. Can act in a lead capacity with audit's staff of professional and paraprofessional employees as needed and/or required.

OVERSIGHT

Supervision Received: Receives direction from the General Auditor.

Supervision Given: Manages and supervises a staff of professional and paraprofessional employees.

JOB DUTIES

1. Conducts organizational, administrative, fiscal and other studies, and collects information to identify audit and administrative issues and recommendations.
2. Assists in the planning, organizing, and management of the department's activities, including direction of staff and oversight of consultants, to ensure that responsibilities are executed efficiently.
3. Assists the General Auditor in the management of staff including selecting employees, assigning work, providing training and development, providing input toward the development of performance appraisals and building a motivated, effective team to ensure that organizational goals for diversity, career development, productivity, performance management, and employee development are met.
4. Manages department Quality Assurance & Improvement Program to ensure audit activities are in accordance with professional auditing standards; participates in developing, implementing, and enforcing policies, practices, and procedures.
5. Assists the General Auditor in preparing a comprehensive annual Business Plan to ensure that it addresses areas of greatest inherent risk and minimizes Metropolitan's potential exposure. Directs quarterly re-assessment of the Audit Plan to evaluate progress against the plan and changes in resources or risks.

6. Develops, implements, and monitors high-level standards of independent professional judgment during the audit process to ensure that Metropolitan's assets are properly safeguarded.
7. Provides input to management on business matters, and acts in an advisory capacity to Metropolitan management and board members on audit-related activities to help assure that organizational goals are met.
8. Represents the General Auditor with other Metropolitan managers, staff, public and private agencies, and the general public. Serves as Acting General Auditor in his absence.
9. Directs the preparation and monitoring of the Audit Department's annual budget to ensure efficient use of resources and accurate budgetary reporting; supervises administrative duties concerning Board letters, reports and correspondence.
10. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree from an accredited college or university majoring in accounting, business administration, information systems, or a related field and twelve years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position; or a Master's degree from an accredited college or university and ten years of increasingly responsible experience in accounting theory and auditing techniques, of which four years must have been in a management or supervisory position.

Required Knowledge of: Management and supervisory concepts and techniques; budgetary concepts and procedures; accounting and auditing policies and procedures; accounting and financial systems; accounting theory and auditing techniques; Generally Accepted Accounting Principles (GAAP); Generally Accepted Auditing Standards (GAAS), and government auditing standards.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of effective leadership and staff supervision, including dynamics of staff relationships, techniques of effective interpersonal communications, effective problem solving and decision making techniques, planning and assigning work, and performance evaluation.
- Management concepts and techniques.
- Principles and practices of public sector budget development and administration.
- Accounting and auditing policies, procedures, regulations and standards.
- Current accounting pronouncements and emerging issues.
- Accounting and financial systems.

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Skill and ability to:

- Lead and incentivize a diverse work force.
- Manage complex projects or assignments.
- Research, analyze, and resolve complex problems.
- Develop, implement, and help support effective goals, objectives, policies and procedures.
- Utilize audit software.
- Prepare and deliver comprehensive written and oral reports.
- Establish and maintain collaborative working relationships with Metropolitan management and staff, board members, regulatory or member agency staff and contractors.
- Maintain and exhibit discretion and integrity when handling sensitive information.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- Certified Public Accountant license issued by the California Board of Accountancy (CPA) or a Certified Internal Auditor License issued by the Institute of Internal Auditors (CIA). (preferred)

• **Licenses**

- Valid California Class C Driver License

• **Registrations**

- None

PERFORMANCE CATEGORIES

Performance expectations would typically be tailored to the job and incumbent. The general categories for this job could include but are not limited to:

- Budget preparation and monitoring.
- Risk and audit results analysis.
- Productivity measures.
- Qualitative measures for assessing compliance with applicable auditing standards.
- Problem-solving.
- Audit client satisfaction.
- Mutually beneficial working relationships with regulatory and member agency staff and professional auditing organizations.
- Employee development to meet Metropolitan's needs.
- Assist in the selection and retention of workforce to meet Metropolitan's diversity objectives.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY

Lead supervisory scope

- Small work group up to 6 professional employees.

Project management examples

- Supervise very complex audit assignments or work of a political or sensitive nature.

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PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: None