



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

AUDIT ADMINISTRATOR

Group-Section: Office of the General Auditor	FLSA Status: Exempt Bargaining Unit: UNREP	Salary Grade: 71 Job #: Z32
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JOB SUMMARY

Responsible for managing staff and assisting in the administration of the Audit Department. Assesses quality assurance of internal 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 bond covenants, applicable laws and regulations, and orders of the Board of Directors. Directs audit staff activities to ensure that audit objectives are met and that appropriate audit coverage is achieved in the review of Metropolitan's organizational, operational, and financial activities.

OVERSIGHT

Supervision Received: Receives direction from the General Auditor.

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

JOB DUTIES

1. Assists in the planning, organizing, and management of the department's activities including management of staff and oversight of consultants to ensure that results are accomplished efficiently and in accordance with applicable auditing standards.
2. Manages staff including selecting employees, assigning work, providing training and development, evaluating performance, provide coaching, and building a motivated effective team to ensure that organizational goals for diversity, career development, productivity, performance management, and employee development are met.
3. Performs internal quality assurance review of audits performed by audit staff.
4. Performs documentation assessment of auditors to ensure that they gathered sufficient, competent audit evidence.
5. Performs training needs assessment of audit staff to determine internal training needs and develops training plan.
6. Prepares quarterly report to the Audit and Ethics committee on review of accomplishments against the business plan.
7. Prepares annual business plans to ensure timely and cost-effective accomplishment of related activities.
8. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university and twelve years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position; or an advanced degree from an accredited college or university and ten years of increasingly responsible relevant experience, 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; Generally Accepted Accounting Principles (GAAP); Generally Accepted Auditing Standards (GAAS), and government auditing standards.

Required Skills and Abilities to: Manage a diverse work force; prepare comprehensive administrative and technical documents and reports; analyze operations; review work products for quality and adherence to auditing standards; encourage and facilitate cooperation; mentor, develop and motivate staff; determine training needs of staff; exercise judgment and discretion; communicate orally and in writing on administrative and technical topics; establish and maintain collaborative working relationships with all levels within the organization, public agencies and contractors.

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).

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

DESIRABLE QUALIFICATIONS

- None

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