



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

AUDIT PROGRAM MANAGER

Group-Section: Office of the General Auditor	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 065 Job #: PM031
---	--	---

JOB SUMMARY

Assists the General Auditor and Deputy General Auditor in establishing and executing audit business plans. Assesses adequacy of internal accounting and administrative control systems to ensure that Metropolitan assets are safeguarded and accounted for properly to maintain the reliability of financial statements, applicable laws and regulations, and orders of the Board of Directors.

A program may be an ongoing endeavor, strategic actions of limited duration within an ongoing program, or may comprise multiple large projects which constitute or support a major goal or operation of Metropolitan. A program may involve matrix management of multiple staff. Programs may also involve a single major effort of a comprehensive nature.

OVERSIGHT

Supervision Received: Receives direction from the Deputy General Auditor.

Supervision Given: May exercise technical and/or functional direction over assigned staff.

JOB DUTIES

1. Assists in planning and organizing of the department's activities including oversight of consultants to ensure that results are accomplished efficiently and in accordance with applicable auditing standards.
2. Assists in directing operational, financial information systems, and contract or compliance audits of Metropolitan's activities and accounting systems to ensure appropriate audit coverage.
3. Reviews and/or prepares comprehensive audit plans to ensure that audit programs and procedures identify and address areas of risk and minimize Metropolitan's potential exposure.
4. Develops, implements, and monitors high-level standards of independent professional judgment during the audit process to ensure that Metropolitan's assets are properly safeguarded.
5. Provides input to management on business matters and acts in an advisory capacity to Metropolitan management on audit-related activities to ensure that organizational goals and objectives are met.
6. Assists in budget development and administration, approval of Board letters and correspondence, and the preparation of annual business plans to ensure timely and cost-effective accomplishment of related activities

7. Oversees and/or prepares reports of audit opinion and comments and recommendations that will be used to report status to the Audit Committee and to the Board of Directors by the General Auditor.
8. Leads the development and documentation of policies and procedures, annual audit work plan, quarterly reporting of plan status; and monitors work activities to ensure compliance with established standards and procedures.
9. Provides input in the performance evaluation of auditors as requested; leads the development and revision of audit policies, procedures, and standards and presents recommended revisions to the Deputy General Auditor and General Auditor; and assists in the development of the annual audit work plan of projects.
10. Assists in the preparations of audit presentations as requested.
11. 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 supervisory, project management or lead position; or an advanced degree (i.e., master's or doctorate) from an accredited college or university and ten years of increasingly responsible relevant experience, of which four years must have been in a supervisory, project management or lead position.

Required Knowledge of: Accounting and auditing policies and procedures; Generally Accepted Accounting Principles (GAAP); Generally Accepted Auditing Standards (GAAS), and International Standards for the Professional Practice of Internal Auditing (Standards); budgetary concepts and procedures; matrix management and supervisory concepts; and team building.

Required Skills and Abilities to: 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; exercise judgment and discretion; communicate orally and in writing on administrative and technical topics; utilize audit software, establish and maintain collaborative working relationships with all levels within the organization, public agencies and contractors

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

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

Job Title: Audit Program Manager

Job Code: PM031

Adopted: 11/05/17

Revised:

Supersedes:

Page: 2

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 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. The work environment may require some exposure to outside elements. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements