



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR AUDIT MANAGER

Group-Section: Office of the General Auditor	FLSA Status: Exempt Bargaining Unit: UNREP	Salary Grade: 73 Job #: Z32
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JOB SUMMARY

Responsible for managing staff and assisting in the administration of the Audit Department. Assesses internal control systems to ensure that Metropolitan assets are properly accounted for, utilized, and safeguarded in meeting the District's objectives; applicable laws and regulations are adhered to; and orders of the Board of Directors are carried out. Directs audit staff activities to ensure that audit objectives are met in accordance with professional standards, and that appropriate audit coverage is achieved in the review of Metropolitan's organizational, operational, compliance and financial activities.

OVERSIGHT

Supervision Received: Receives direction from the General Auditor, Assistant General Auditor, or Deputy General Auditor.

Supervision Given: Manages and supervises a staff of professional 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 assigning teams and work, providing training and development, evaluating performance, providing 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 reviews of audits performed by audit staff.
4. Performs documentation assessments 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 works with staff in the development of training plans.
6. Assists with preparation of reporting to the Board and Board Committees.
7. Assists with preparation of the annual audit risk assessment and associated business plan 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 ten years

MWD

Metropolitan Water District of Southern California

of increasingly responsible relevant experience, of which five years must have been in a management position; or an advanced degree from an accredited college or university and eight years of increasingly responsible relevant experience, of which four years must have been in a management position.

Required Knowledge of: Management and supervisory concepts and techniques; accounting and auditing policies and procedures; Generally Accepted Accounting Principles (GAAP); Generally Accepted Auditing Standards (GAAS); the International Professional Practices Framework (IPPF) and Standards issued by the Institute of Internal Auditors; contemporary risk assessment methods.

Required Skills and Abilities to: Manage a diverse work force; prepare comprehensive administrative and technical documents and reports; analyze operations; review work product 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 must maintain the following certifications, licensing, and registrations:

Licenses & Certificates

- A valid CPA license issued by the State of California **and/or** an active CIA certification issued by the Institute of Internal Auditors is required at time of application.
- Valid California Class C Driver License that allows you to drive in the course of your employment.

Registrations

- None

DESIRABLE QUALIFICATIONS

- Certified Information Systems Auditor (CISA) issued by the Information Systems Audit and Control Association
- Certified Fraud Examiner (CFE) issued by the Association of Certified Fraud Examiners
- Information technology auditing including applicable IT frameworks, e.g., COBIT
- Experience with data analytics tools
- Experience with an audit project management system

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

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Page 2

MWD

Metropolitan Water District of Southern California

falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: None

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Page 3