Job Opportunity Bulletin

Post Date: October 31, 2012

GENERAL AUDITOR III

Salary $4619-$5897
Permanent, Full-Time
FINAL FILING DATE: Until Filled
Will also consider ***Auditor I or II***

The Department of Developmental Services (DDS) Audit Branch is a hard-working, confident and innovative team of professionals who build their reputation on unity, integrity and ethics. DDS is seeking individuals who will display a high level of professionalism and innovation while seeking to develop within the Branch.

The Audit Branch performs audits of the regional centers and vendors to ensure state and federal funds are properly accounted for. The General Auditor III is responsible for determining regional centers' compliance with Federal and State requirements.

Desirable Qualifications and Knowledge:

- Knowledge in the fundamental principals and theory of accounting
- Possess a sound knowledge of the techniques of auditing
- Knowledge in professional accounting; auditing and/or business law

Position Responsibilities:

- Assists with on-site audits involving complex compliance and management aspects of programs for the developmentally disabled

Position Requirements:

- Willingness to travel overnight, including potential overnight assignments

ADDITIONAL INFORMATION: If you are ready to be a part of our DDS team, please submit a standard State application (STD. 678) and include; which classification you are applying for, the basis of your eligibility in the ***'Explanations'*** section, and position **# 184-4285-006** in the ***'Job Title'*** section of your application.

JOIN THE DDS TEAM!

For information about the **DEPARTMENT OF DEVELOPMENTAL SERVICES** please visit our website at **www.dds.ca.gov**

Please refer to:
Position #: 184-4285-006
Mail your application to:

Department of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Linda Newson

All applications will be screened and only the most qualified will be interviewed.

CONTACT INFORMATION

Name: Linda Newson
Number: (916) 322-9018
Email: Linda.Newson@dds.ca.gov

DEPARTMENT OF DEVELOPMENTAL SERVICES
1600 Ninth Street, MS-Q
Sacramento, CA 95814
"Building Partnerships, Supporting Choices"

Department of Developmental Services
Administration Division – Audit Branch
DUTY STATEMENT

JOB TITLE: General Auditor III

Position # 473-184-4285-004

General Statement of Duties: Conducts audits of accounts and records of the regional centers and vendors that expend, or are accountable for, State and Federal funds and performs other work as required. Audits are conducted to determine fiscal compliance with State and Federal requirements, verify propriety and proper reporting of expenditures, and for other objectives as determined necessary.

Supervision Received: Reports directly to the Supervising Governmental Auditor I. As a team member, may report to a lead auditor regarding day-to-day progress of work.

Typical Physical Demands: Working on a personal computer 25% to 70% of the time. Transporting audit work papers and needed equipment, such as a notebook computer, to and from audit work sites.

Typical Working Conditions: Open spaced partitioned offices in a smoke-free environment. On site open spaced partitions available when performing on-site audits. Travel of approximately 40 to 60%.

Duties include, but are not be limited to:

60% Acts as a lead person over a team of auditors. Conduct and direct on-site audits involving complex compliance and management aspects of programs for the developmentally disabled. Independently conducts the more difficult parts of the audit program and/or audit. Makes recommendations to the supervisor on issues involving major problems requiring policy decision or legal interpretations. Prepares written audit reports that is consistent with the Department of Developmental Services (DDS) laws, regulations and policies and procedures.

20% Attends entrance and exit conferences with Departmental program managers, regional center officials and other appropriate parties to explain provisions and application of law and discuss audit procedures and findings. Maybe required to give testimonies of audit findings at appeal hearings.

20% Performs complex field audits and participates in the resolution of issues relative to regional centers and vendors. Consults with DDS, regional center and, vendor staff, including other State agencies. Research and analyze regulations, government codes, contracts and the proper determination of assets, liabilities, and expenses in accordance with accounting and auditing principles.