



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0246

DIRECTOR, STATE AUDIT DIVISION

GRADE S

SCOPE OF WORK:

The position assigned this classification plans, implements, directs, and coordinates activities involved in conducting the post audit of financial transactions of the state.

DUTIES PERFORMED:

- Develop, implement, and maintain policies and procedures related to the auditing of state agencies, departments, and institutions of higher education.
- Provide guidance to state agencies relative to accounting and reporting procedures.
- Select and monitor independent accounting firms who are hired for selected state audits.
- Draft legislative bills for new or existing state laws relating to the Office of the State Auditor.
- Represent the State Auditor during meetings with legislative committees, state agencies, independent auditing firms, and other state audit organizations.
- Prepare and monitor the biennial budget for the State Auditor's Office.
- Provide official responses and technical assistance to state agencies on accounting and auditing issues.
- Supervise and evaluate division staff.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in accounting; five years of government accounting and auditing experience, three of which must have included management responsibility in a supervisory capacity; and possession of a valid North Dakota Certified Public Accountant Certificate.

Eff. Date: 8/75 - 0245, Deputy State Auditor - Deleted 7/76

Changed: 7/76 - 0246, Deputy State Auditor

Rev: 3/79 - Rewritten, title changed to Chief Auditor

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ND Class Specification
Director, State Audit Division

Rev: 2/92 - Rewritten, title changed to Director, State Audit Div.

Reviewed: 8/96 - Rewritten in current format

Rev: 7/12 – Conversion to Hay System