

### UTILITY AUDITOR III

#### **NATURE OF WORK IN THIS CLASS:**

This is complex utility auditing work that involves financial, operational, and compliance examinations and evaluations of varied programs and projects with varied funding sources under the Internal Audit Division of the Authority.

Employees in this class perform the full range of complex professional auditing duties, including independent work in specialized areas of the profession and serve as auditor-in-charge in large and complex auditing assignments.

**ILLUSTRATIVE EXAMPLES OF WORK:** *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Leads and conducts complex financial, operational and compliance examinations and evaluations of various utility programs and activities.

Develops and writes audit programs for utility audit engagements.

Tests accounting records and evaluates adequacy and application of accounting financial and operational control.

Evaluates the degree of compliance with established laws, regulations, policies and procedures; and of operating control in terms of reasonableness, consistency and adherence to accepted accounting principles and management practices.

Evaluates reliability of utility reports, records and other supporting data.

Evaluates the quality of the utility's performance in carrying out assigned responsibilities and the extent to which desired results or benefits are being achieved.

Determine the accuracy and propriety of transactions, accounts, and reports presented for compliance with established laws, policies, regulations and principles of sound financial management and governance.

Confer and discuss with utility division officials regarding audit findings and problems.

Writes and review reports of audit findings, conclusions, and recommendations for improvement in internal controls, accounting system and management practices.

Advise and provide recommendations containing organizational strategy and the development of uniform policies, procedures, practices and standards for process improvement and efficiency.

Performs other related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of computer systems, applications and programs, and administrative and office processes/functions.

Knowledge of the principles, practices and techniques of auditing, accounting and organizational management.

Knowledge of utility program objectives, policies, standards, procedures and activities.

Knowledge of the principles, practices and techniques of modern management and statistical analysis.

Ability to learn and apply computer system application utilized by the utility, to include but not limited to Landis+Gyr Command Center; MeterSense MDMS; Customer Care & Billing (CC&B); and JD Edwards.

Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines.

Ability to examine and evaluate financial documents, statements and other operating reports.

Ability to make work decisions in accordance with the utility's program guidelines.

Ability to lead and review the work of others.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to effectively handle issues and challenging situations.

Ability to maintain records and prepare audit reports.

Skill in the safe operation of a motor vehicle may be required.

**MINIMUM EXPERIENCE AND TRAINING:**

- A. Four (4) years of experience as a Utility Auditor II or equivalent work, and graduation from a recognized or accredited college or university with a Bachelor's degree in Public or Business Administration, Management, Accounting, Finance or closely related field, including or supplemented by twenty-four (24) semester hours of accounting/auditing courses; or
- B. Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATION:**

Applicants under consideration must possess a professional designation related to the profession, to include but not limited to, Certified Internal Control Auditor (CICA); Certified Government Accounting Professional (GCAP); Certified Internal Auditor (CIA); Certified Public Accountant (CPA) from a state or U.S. Territory; Certified Government Financial Manager (GCFM); Certification in Risk Management Assurance (CRMA); Certified Professional Environmental Auditor (CPEA); Certified Process Safety Auditor (CPSA); or other related professional designations.

Possession of a valid driver's license may be required.

Established: December 2016

  
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**JOSEPH T. DUENAS, Chairman**  
**Consolidated Commission on Utilities**