AUDITOR TITLE SERIES
[THESE TITLES CANNOT BE USED FOR VACANT POSITIONS]

I. DEFINITIONS

AUDITOR [CANNOT BE USED FOR VACANT POSITIONS]

This title is used as an entry progressing to a developmental level for professional positions performing auditing duties which require the knowledge and application of professional accounting and auditing theories and principles. Work is performed under close progressing to limited supervision.

Positions at this level plan and conduct or assist higher level Auditors in the conduct of financial, compliance, or operational audits of organizations either internal or external to state service; conduct office or field audits; prepare working papers; may assign, train and review the work of Financial Specialists; prepare schedules, tables, graphs and other exhibits for interim and final audit reports; conduct entrance and exit meetings with audited entities; and advise management on methods to improve accounting or other operational procedures.

This title is also used as an entry progressing to an objective level for professional positions performing auditing duties of limited complexity. Objective level Auditors audit a specific program or accounting function where the program(s) have only a limited number of funding sources (GPR, PR, FED, SEG); limited complexity of regulations governing the programs; a limited number of programs, operational units, and cost centers; limited decentralization of operations within the agency; a limited complexity and number of cost allocation methodologies, funding source restrictions, and distribution patterns; a lesser number of GAAP funds, or enterprise (businesslike) funds; and only limited or no independent reporting needs from DOA; and audit programs with limited levels and types of Federal programs.

AUDITOR – JOURNEY [CANNOT BE USED FOR VACANT POSITIONS]

This is the journey level for professional positions performing auditing duties which require the knowledge and application of professional accounting and auditing theories and principles. Positions at this level plan, conduct and/or lead lower level Auditors in financial, compliance, operational, or rate analysis and setting audits of organizations either internal or external to state service; perform audit procedures in accordance with Generally Accepted Auditing Standards; conduct office or field audits; prepare working papers; assign, train and review the work of lower level Auditors and/or Financial Specialists or other positions; prepare schedules, tables, graphs, and other exhibits for interim and final audit reports; conduct entrance and exit meetings with audited entities; conduct investigations; advise management on methods to improve accounting or other operational procedures; and prepare exhibits and other documents and provide oral testimony in the prosecution of audited entities.

Positions at this level perform professional auditing duties for stable programs, fixed standards, well established and adequate policies and procedures, well developed chart of accounts, a centralized organizational structure with few cost centers, one or pieces of several types of industry or governmental accounting or auditing standards, no materiality considerations, and a small number of routine regularly performed audit programs. Work is performed under general supervision.
In order to be appropriately allocated to this level, the majority of the position's duties must compare favorably to the following representative positions based on the factors.

AUDITOR – SENIOR [CANNOT BE USED FOR VACANT POSITIONS]

This is the senior level for professional positions performing complex auditing duties which require the knowledge and application of professional accounting and auditing theories and principles. Positions at this level plan, conduct and/or lead lower level Auditors in financial, compliance, operational, rate analysis and setting, or investigative audits of organizations either internal or external to state service; develop audit programs and procedures; conduct office or field audits; prepare working papers; assign, train and review the work of lower level Auditors and/or Financial Specialists or other positions; prepare schedules, tables, graphs and other exhibits for interim and final audit reports; monitor progress of other Auditors, including reviewing and approving audit workpapers; conduct entrance and exit meetings with audited entities; conduct investigations; advise management on methods to improve accounting or other operational procedures; and prepare exhibits and other documents and provide oral testimony in the prosecution of audited entities.

Positions at this level differ from those at the lower Auditor levels in that these positions require and apply knowledge of many varied or specialized program areas; analyze, interpret and apply rules, contracts, and agreements with internal or external implications; and evaluate the adequacy and make recommendations on accounting policies and procedures. Positions at this level must have knowledge of several types of highly specialized governmental or industry accounting and auditing standards and audit guides. Work is performed under general supervision.

In order to be appropriately allocated to this level, the majority of the position's duties must compare favorably to the following representative positions based on the factors.

AUDITOR – ADVANCED [CANNOT BE USED FOR VACANT POSITIONS]

This is the advanced level for professional positions performing very complex auditing duties which require the knowledge and application of professional accounting and auditing theories and principles. Advanced knowledge of governmental accounting and auditing is desired at this level. Positions at this level plan, conduct, and lead lower level Auditors in financial, compliance, operational, rate analysis and setting, or investigative audits of organizations either internal or external to state service; develop audit programs and procedures; conduct office or field audits; prepare working papers; assign, train and review the work of lower level Auditors and/or Financial Specialists or other positions; prepare schedules, tables, graphs and other exhibits for interim and final audit reports; conduct entrance and exit meetings with audited entities; conduct investigations; advise management on methods to improve accounting or other operational procedures; and prepare exhibits and other documents and provide oral testimony in the prosecution of audited entities.

Positions at this level differ from those at the lower Auditor levels in that these positions conduct and/or lead audits of programs or organizations which deal with contracts and agreements with external implications; confer with management on recommendations and the implementation process; make independent decisions and recommendations for all audit aspects; test and evaluate interrelated systems and data; and make recommendations to various levels of management on internal or external controls and program requirements. Positions at this level conduct audits for programs with a wide variety of or highly
specialized industry or governmental accounting and auditing standards. Audits are conducted independently and positions function as Auditor-in-Charge. Work is performed under general supervision.

In order to be appropriately allocated to this level, the majority of the position's duties must compare favorably to the following representative positions based on the factors.

Representative Advanced level Positions

UW Madison Internal Auditor - Plan and conduct audits where emphasis is placed on improving efficiency of operations, maintaining accountability and control, and ensuring compliance with federal, state and university rules and regulations of UW Madison business systems, departments, auxiliary operations, research units and special activities; function as a staff auditor on audit teams dealing with large, complex audits, and as auditor in charge of smaller audits; and serve on project teams for complex management advisory service projects.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Financial Specialist
Accountant
Financial Supervisor
Financial Officer
Financial Clerk