

Missouri Department of Transportation Job Description

Job Title: Audit Manager

Title Code: R04426

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Supervisory

District/Division: Central Office – Audits and Investigations

Effective Date: 06-01-2025

Replaces (Effective Date): 07-01-2022

General Summary

The audit manager oversees the completion of audits. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's degree in accounting, business administration, finance, or related field.
- Six years of experience in positions demonstrating a knowledge and application of auditing standards, generally accepted accounting principles and practices, and business practices.

Special Working Conditions/Job Characteristics

- Job may require occasional, statewide, overnight travel.
- A postsecondary degree is the best measure to ensure candidates possess required knowledge in professional writing, speaking, and presenting, as well as knowledge of business, management, finance, engineering, and information technology principles to comply with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States and the Government Accountability Office.

Examples of Work

1. Develops and manages the annual audit plan, including performing a risk assessment and recommending the audits to be performed.
2. Supervises and assigns audit personnel and resources to individual audits to best implement the annual audit plan.
3. Ensures audit programs are written to accomplish the requirements of the audit plan.

4. Coordinates continuing education for audit staff and maintains professional certification and training records.
5. Conducts and directs research and provides consultation on complex inquiries from department and outside entities, including federal agencies, consultants, cities, and counties.
6. Ensures the audit manual, audit policies, and audit practices remain current by reviewing updates to auditing standards, regulations, and publications.
7. Reviews audit working papers to ensure compliance with auditing standards.
8. Reviews and/or prepares the draft audit report as well as correspondence related to the audit.
9. Performs supervisory responsibilities in a manner consistent with the department's equal opportunity policies.
10. Performs other responsibilities as required or assigned.