

COMPUTER AUDIT SPECIALIST**Nature of Work:**

Under general supervision, performs advanced level work in auditing financial systems of businesses, corporation and local governments which utilize electronic data processing equipment to process and store financial transactions and confidential data. Work involves review of computer systems to determine if data is processed correctly and is secure. Performs auditing work by assisting field auditors in auditing complex computerized records. Provides training to lower-level auditors. Contacts with attorneys, accountants and business and government officials are extensive. Considerable in-state and out-of-state travel is involved. Performs related work as required.

Distinguishing Characteristics

This is professional and technical work involving highly specialized knowledge of accounting and accounting systems, computer and computer systems and the application of electronic data processing (EDP) financial auditing concepts to very large and complex systems using advances computer audit software.

Examples of Work

- Prepares system analysis of computerized accounting systems involving LAN area networks.
- Prepares specifications and programs for EDP audit applications using advanced computer software.
- Assists non-EDP audit staff in data retrieval during performance of an audit.
- Prepares specifications and develops audit programs using various computer languages.
- Assists in conducting special investigations of technical complaints involving computerized accounting systems.
- Assists in providing audit staff with current documentation concerning EDP auditing concepts and technology.
- Assists in the development of staff training programs involving EDP auditing.
- Provides on-going computer training for field auditors.
- Assists field auditors with auditing taxpayer's computerized records.
- Implements and assist in-house staff in handling computerized audits such as automates audit set-up, up-loads completed audits into a master database and provides various reports based upon the information generated.

COMPUTER AUDIT SPECIALIST (CONT'D)

Knowledge, Skills and Abilities

- Knowledge of accounting and accounting systems.
- Knowledge of financial auditing techniques.
- Knowledge of data processing principles, practices and techniques applicable to large-scale computers and computer systems.
- Knowledge of report writing techniques.
- Knowledge of statistical applications pertaining to sampling theory.
- Ability to analyze and evaluate complex accounting systems.
- Ability to assist staff auditors in developing audit programs.
- Ability to develop specifications and write computer programs to run on LAN area networks.
- Ability to write effective technical reports.
- Ability to conduct financial audits through the use of a computer.
- Ability to understand and apply statistical sampling applications pertaining to financial auditing.
- Ability to effectively communicate technical information.
- Ability to establish and maintain effective working relationships with others.

Minimum Qualifications

- TRAINING: A bachelor's degree from an accredited college or university with a major in accounting, mathematics, business or one of the computer sciences.
- EXPERIENCE: Three years of experience in accounting, auditing or in computer systems analysis which involves accounting or auditing systems.
- SUBSTITUTION: (1) Possession of a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) certificate may substitute for one year of the required experience. (2) A master's degree from an accredited college or university in one of the areas described above may substitute for one year of the required experience.

Established: 10/15/98
Effective: 12/01/98