



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PUBLIC ACCOUNTS AUDITOR MANAGER

Job Number: 20001682

Job Code: 91830V250616

Job Group: 9100 - BOOKKEEPING AND ACCOUNTING

Job Established: 08/16/1990

Job Revised: 06/16/2025

Grade: 18 Salary (MIN - MID):

\$33,091-\$49,637 - Hourly

\$5,377.30-\$8,066.02 - 37.5 Hr. Monthly Salary

\$5,735.78-\$8,603.76 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages audits or special examinations of local, state and other governmental units assigned to the branch. Performs duties of the Executive Director when absent or on request; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree (which includes twenty semester hours or thirty quarter hours in accounting).

EXPERIENCE, TRAINING, OR SKILLS:

Must have six years of professional auditing experience.

Substitute EDUCATION for EXPERIENCE:

A master's degree, admitted to practice law in good standing in the Commonwealth of Kentucky, or certification as a Certified Public Accountant, Certified Information Systems Auditor, Certified Information Security Manager, Certified Government Financial Manager, or Certified Fraud Examiner will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license to qualify for employment in this job classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials. Within six

months of employment in this job classification, must obtain certification/licensure in one of the following areas: Certified Public Accountant (CPA); Certified Information Systems Auditor (CISA); Certified Information Security Manager (CISM); Certified Public Financial Officer (CPFO); Certified Fraud Examiner (CFE); OR license to practice law in the state of Kentucky. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Ensures the audit or special examination of all assigned agencies and functions by scheduling audits or special examinations interpreting audit or special examination procedures and policy for agency personnel. Serves as main liaison between Auditor of Public Accounts and audit or special examination entities in audit or special examination matters. Coordinates activities between federal and state auditors. Reviews and revises audit or special examination programs for use by audit or special examination teams and in response to changing audit requirements. Helps revise audit or special examination manuals in response to changes in the audit environment and to maintain currency. Provides technical interpretations to staff on governmental accounting and financial reporting standards as contained in authoritative literature and Kentucky statutes and regulations. Attends professional meetings, reviews professional publications, and contacts experts for the purpose of maintaining current knowledge in the fields of accounting and auditing. Coordinates activities with outside audit organizations such as public accounting firms and federal cognizant agencies. Conducts training sessions in audit related areas. Reviews work performed by other auditors. Reviews, comments, and follows up on audits or special examinations in progress. Approves administrative documents such as time reports, leave requests, and travel vouchers. Conducts evaluations of employees and documents personnel actions. At request of or in the absence of the Executive Director responds to requests of the State Auditor and Assistant State Auditor. Performs technical review of any Division audit or special examination report issued by the APA. May prepare and provide testimony before cabinet officials, legislative staff and committees, and enforcement agencies. At direction of Executive Director, oversees advanced audits or special examinations. Reviews audit or special examination reports.

UNIQUE PHYSICAL REQUIREMENTS:

Normal physical activity is required.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in an office environment. Routine travel to and from the work site is required to perform on-site audit procedures and to attend training opportunities as assigned. Periodic overnight travel may occur, but is not typical.

ADDITIONAL REQUIREMENTS:

Applicants and employees must not have been subject to an involuntary revocation for cause of certification or licensure by a professional licensing or certification entity. Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.