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STATE PROG ADMIN COORD , Fiscal Compliance

\$ 25.51-\$ 37.93 hourly, \$ 53,265-\$ 79,198 annually

Date Posted: 01/20/2012

Closing Date: 02/10/2012

Working Title: Fiscal Compliance Director

Hiring Agency: Water & Soil Resources Board

Division/Bureau: Central Office

Location: St. Paul

Who May Apply: Open to all qualified job seekers

Posting Number: 12BWSR000001

Employment Conditions: Permanent, Full-time

Work Shift: Day Shift

Days of Work: Monday-Friday

Travel Required: yes

Job Grouping: General Administration

Classified Status: Classified

Job Description: NOTE: This job announcement is being extended through February 10, 2012 due to revisions that more clearly reflect the position's role. If you already applied to this job announcement when its working title was Lead Auditor, you do not need to reapply. The minimum and preferred requirements have not changed.

Develop, lead and manage a new agency-wide, comprehensive, and risk-based internal financial compliance plan for the Board of Water and Soil Resources (BWSR). Develop and direct a comprehensive grants monitoring, reconciliation and verification program that meets state policies while efficiently limiting reporting requirement burdens for local governmental units (LGUs) eligible for and receiving state grants. LGUs currently include approximately 220 separate entities (including counties, cities, soil and water conservation districts, and watershed districts throughout Minnesota). Execute a systematic audit program that provides assurances to management on the effectiveness of control, risk management, and governance, including all LGUs, to achieve operational goals and objectives. This position reports to the Assistant Director, Board of Water and Soil Resources (Program Development and Policy).

Major responsibilities include:

- Develop, manage and oversee a new comprehensive program to identify the Board of Water and Soil Resources' (BWSR) areas of greatest financial risk, and develop and document risk assessments and key controls over those areas.
- Develop, manage and direct a new comprehensive grants oversight program

for local governmental units (LGUs) that includes monitoring, verification, reconciliation and tracking to ensure that adopted BWSR and grant management policies are in accordance with acceptable standards, assurances of grant recipient's abilities to meet requirements are provided, and adequate oversight and control measures are accomplished in an efficient and effective manner.

- Manage, direct, and conduct complex and sensitive audits on internal operations so that work is adequately planned and the audit objectives are accomplished in a timely manner.
- Represent BWSR and take the lead in outside audits with the federal government, the Office of the Legislative Auditor, and other regulatory agencies as required.
- Represent the department on statewide and regional task forces and committees, and keep informed of new audit policies and procedures, legislation, opinions, and ideas so that professional standards are maintained.
- Perform special audits and investigations as necessary to address specific issues as they arise so that issues and allegations may be dealt with in an appropriate and timely manner.
- Assist Executive and Senior Management Teams to achieve agency goals and objectives.

Minimum Qualifications: REQUIRED EDUCATION AND REGISTRATION

- Bachelor's degree in accounting or closely-related field, such as business administration or information technology
- Valid driver's license

REQUIRED EXPERIENCE

At least five years of applied experience that demonstrates ALL of the following knowledge, skills, and abilities sufficient to perform the job duties described above:

KNOWLEDGE, SKILLS AND ABILITIES

Advanced knowledge of:

- Generally accepted accounting principles (GAAP, GASB, Government Accounting) and auditing standards (GAAS, GAGAS, Federal/State Audit Requirements)
- Grant oversight, verification, monitoring, auditing and administrative control requirements
- State government financial operations, the statewide accounting system

Advanced skills in:

- Developing and leading audit and grants oversight programs
- Project management and performing in a lead worker capacity
- Analysis of fiscal controls and risk-avoidance measures
- Implementing creative solutions to reduce administrative burdens while assuring standards are met
- Providing effective management of highly sensitive projects

Ability to:

- Organize, plan, and direct auditing operations and make independent judgments for each area encountered
- Relate with people, both internal and external, at all levels of the organization using excellent human relations skills
- Research financial technical issues that may be unique to the work of BWSR

Requires occasionally lifting and/or carrying such articles as file folders, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties

Preferred Qualifications: The following qualifications are preferred, but not required, to be considered:

Advanced certification, such as certified internal auditor or certified public accountant

Selection Process: The selection process is a resume-based, skill-matching process. Resumes of all applicants to this posting will be evaluated against the Minimum Qualifications stated above. If your skills match the required skills for this position, the department may contact you.

If you have already submitted a resume to this database within the last 12 months that clearly identifies your knowledge, skills, abilities, and experience, you do not need to submit another, but you'll still need to apply directly to this job announcement to ensure consideration.

How to Apply: Most State selection processes utilize a resume-based screening process. You will be contacted by agency staff if your background best matches the selection criteria on this job posting. To apply for this position, click the APPLY box found at the bottom of this job announcement. For additional information about the State's selection process, go to <<http://www.careers.state.mn.us/job-tip>>.

Contact for More Information: Julie Blackburn, 651-297-5617 / Julie.Blackburn@state.mn.us.

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