

STATE OF MINNESOTA		EMPLOYEE'S NAME	
POSITION DESCRIPTION A			
AGENCY/DIVISION BWSR - Administrative Services		ACTIVITY Internal Audit and Grants Management Oversight	
CLASSIFICATION TITLE State Program Administrator, Coordinator		WORKING TITLE (IF DIFFERENT) Fiscal Compliance Director	POSITION CONTROL # 01105160
PREPARED BY: Julie Blackburn, Assistant Director		PREVIOUS INCUMBENT N/A	APPRAISAL PERIOD FROM To
EMPLOYEE'S SIGNATURE (THIS POSITION DESCRIPTION ACCURATELY REFLECTS MY CURRENT JOB)		DATE	SUPERVISOR'S SIGNATURE (THIS POSITION DESCRIPTION REFLECTS THIS EMPLOYEE'S CURRENT JOB)
DATE		DATE	
POSITION PURPOSE	To lead and manage internal financial and program audits by developing a comprehensive risk-based internal financial compliance plan; to develop and direct a comprehensive grants monitoring, reconciliation and verification program that meets state policies while efficiently limiting reporting requirement burdens; to execute a systematic audit program that provides assurances to management on the effectiveness of control, risk management, and governance processes; and offering advice and recommendations designed to add value within the organization and with external partners to achieve operational goals and objectives.		
REPORTABILITY	<p>REPORTS TO: This position will develop unique reporting relationships to the Executive Team and Senior Management Team as well as to ad-hoc teams that are developed for purposes of internal and external audit program needs. For administrative and operational support purposes this position reports to the Assistant Director for Programs and Policy Development.</p> <p>SUPERVISES: Directly: None Indirectly: lead worker and provides effective guidance to central office and field staff on appropriate fiscal and procedural oversight, monitoring, and risk management procedures.</p>		
DIMENSIONS	<p>BUDGET: Approximately \$70 million annual budget which includes federal, fee, special revenue, and state general funds.</p> <p>CLIENTELE: Primary Clientele: Executive Director, Assistant Directors, and Senior Management Team</p>		

Secondary Clientele:

BWSR Board

Legislative Auditors

Minnesota Management and Budget (MMB)

Grants Management Staff

Local Units of Government and recipients of BWSR grant funds

POSITION DESCRIPTION B	EMPLOYEE'S NAME	POSITION CONTROL NUMBER
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RESP. NO.	PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS	PRIORITY	% OF TIME	DISCRETION
1.	<p>Manage, direct, and conduct complex and sensitive audits on the agencies internal operations so that work is adequately planned and the audit objectives are accomplished in a timely manner.</p> <p>Tasks</p> <ul style="list-style-type: none"> • Establish documented principles, policies, and procedures to be utilized in conducting internal audits. • Develop a formal internal audit work plan with timelines, selecting an approach and method which will focus on risks, exposures, or losses. • Establish and maintain good working professional relationships with the appropriate state agency audit personnel at OLA, MMB and other agencies with an internal audit function. • Complete reports that convey findings and recommendations clearly, accurately and concisely by summarizing internal audit results, determining cause/effect criteria and solutions for each finding, and provides recommendations on the agency's fiscal management and risk avoidance measures to address noted concerns. • Assure that BWSR is in compliance with applicable state & federal laws, rules, and regulations as well as assuring that costs to be paid are allowable, reasonable, and in accordance with the scope of properly executed agreements and contracts. 	A	20	A
2..	<p>Develop, manage and oversee a program to identify BWSR's areas of greatest financial risk, and develop and document risk assessments and key internal controls over those areas.</p> <p>Tasks</p> <ul style="list-style-type: none"> • Lead a process with executive leadership and senior management to analyze, identify and prioritize areas of risk. • Develop risk assessments to encompass key risks for each area identified, and guide management to implement appropriate 	A	20	A

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3.	<p>and effective internal controls to mitigate identified risks.</p> <ul style="list-style-type: none"> Periodically monitor and test key controls over identified processes to ensure they are working effectively. Advise senior management on the design and implementation of appropriate integrated internal control systems that mitigate identified risks. <p>Develop, manage and direct a comprehensive grants oversight program 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.</p> <p>Tasks</p> <ul style="list-style-type: none"> Establish formal documented principles, methods, techniques, and standards to be utilized in grants oversight, verification, monitoring, reconciliation and auditing procedures. Develop a grants oversight program work plan with timelines, staff responsibilities, selection and approach for conducting grants oversight activities, internal tracking, and grant recipient follow-up requirement methods which will focus on identification of risks and corrective actions to minimize exposure and insure appropriate controls are in place. Determine scope of grants monitoring, verification, reconciliation program, directs fieldwork, trains staff involved in grants oversight activities so that tasks are completed on schedule and meet objectives. Complete reports that convey findings and recommendations clearly, accurately and concisely by summarizing grants oversight results, determining cause/effect criteria and solutions for each finding, and provides recommendations on the agency's grants program management to address noted concerns. 	A	30	A

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4.	<ul style="list-style-type: none"> • Assure that BWSR is in compliance with applicable state and federal laws, rules, and regulations as well as assuring that costs to be paid are allowable, reasonable, and in accordance with the scope of properly executed agreements and contracts. <p>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.</p> <p>Tasks</p> <ul style="list-style-type: none"> • Work with audit agencies to coordinate the audit process, communication flow, administrative issues, and resolve problems quickly and efficiently. • Follow-up with agency management on audit reports, findings, and recommendations, ensuring that they are addressed in the required timeframe. 	B	5	A
5.	<p>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.</p> <p>Tasks</p> <ul style="list-style-type: none"> • Act as BWSR's representative with outside agencies and contractors concerning audit policy and requirements. • Attend training sessions and seminars to maintain licensure, expertise and current awareness of accounting and auditing theory, regulations, standards, and techniques. • Assure that BWSR policies and procedures are regularly reviewed and revised as needed to comply with changes in the professional field of auditing. 	B	10	A

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6.	<p>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.</p> <p>Tasks</p> <ul style="list-style-type: none"> • Lead special investigations when requested by the Executive Director. • Report on the results of special investigations to the appropriate executive level management and make corrective recommendations where appropriate. • Identify potential problems in programs, policies, or procedures along with risk analysis and recommend appropriate resolutions. 	B	5	B
7.	<p>Assist Executive and Senior Management Teams to achieve goals and objectives of the agency.</p> <p>Tasks</p> <ul style="list-style-type: none"> • Other duties as assigned 	B	10	B

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NATURE AND SCOPE (RELATIONSHIPS, KNOWLEDGE, SKILLS AND ABILITIES; PROBLEM SOLVING AND CREATIVITY; AND FREEDOM TO ACT.)

RELATIONSHIPS:

This position is the top ranking audit official in BWSR and works in a uniquely independent capacity while for administrative purposes and operational support will report to the Assistant Director. This position will develop unique reporting relationships to the Executive Team and Senior Management Team as well as to ad-hoc teams that are developed for purposes of internal and external audit and grants oversight program needs.

The incumbent is given broad discretion to carry out his/her responsibilities, including the authority to make periodic reviews of operating areas, contractors, grantees, and vendors in all areas of the agency and deal with identified issues at all organizational levels. Recommendations are made to the Executive Director, Assistant Directors, Director of Administrative Services, and Senior Management Team of the agency on the effectiveness of internal and grant management controls as well as established program procedures. Sound professional working relationships must be maintained with the Legislative Auditor, State Auditor, Office of Grants Management (OGM), Minnesota Department of Administration, other state agency audit staff, and the Minnesota Management and Budget (MMB) office so that their confidence in BWSR internal operation and grant program controls and risk avoidance measures are maintained.

The Fiscal Compliance Director is responsible for consulting with and assisting agency management to better understand the internal control and grants oversight and management processes. Agency management is cooperatively engaged to ensure that the established accounting systems meet the financial reporting requirements, that grant management systems meet applicable grants management requirements, and that proper accounting procedures are used in recording and controlling financial transactions. The Fiscal Compliance Director also interacts with other state agencies including MMB, OGM, and the Department of Administration on matters relating to encumbrances, procedures, controls, and other financial transactions.

In all circumstances the Fiscal Compliance Director must avoid any financial, organizational, or personal relationship that could prevent him/her from rendering impartial and unbiased judgments and opinions when performing or reporting on an internal auditing assurance engagement or advisory activity.

The incumbent must have the skills to maintain communications and strong working relationships with managers and division directors, as well as with other relevant federal, state and local government officials.

The incumbent must always be prepared to receive complaints or allegations from agency and local government employees during the course of providing auditing and grant oversight services. These matters are often very sensitive; often will involve evidence classified as non-public data, or private or confidential data on individuals and must be handled very carefully. When necessary, the incumbent must also communicate with other professionals, such as attorneys, bargaining unit representatives, law enforcement officials, or outside consultants engaged to perform internal auditing services that support or complement the Fiscal Compliance Director to ensure that duplicate audit or investigative efforts can be avoided.

The Fiscal Compliance Director communicates information through either written reports or orally via

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discussions or meetings. S/he must have strong oral communication skills for interviews, presentations, or meeting discussions, including entrance and exit conferences. S/he must also possess strong written communication skills to prepare memos, letters, status reports, and formal audit reports. The incumbent must be able to efficiently communicate audit strategy and concerns to senior management. The incumbent must also be prepared to answer questions from various BWSR employees on internal audit issues and grant management oversight requirements. Lastly, the incumbent is expected to use communications skills to foster and enhance professional relationships with management, staff and parties subject to audit.

KNOWLEDGE, SKILLS, AND ABILITIES:

The position requires a four-year college degree in accounting, or a related business administration or information technology field. Advanced certification (e.g. certified internal auditor or certified public accountant) is preferred.

Technical skills necessary to this position are a thorough knowledge of generally accepted accounting principles (GAAP, GASB, Government Accounting) and auditing standards (GAAS, GAGAS, Federal/State Audit Requirements), and knowledge of state/federal laws and regulations pertaining to the processing of financial transactions. An advanced working knowledge of grant oversight and administrative requirements is essential in light of the significant proportion of the BWSR budget that is provide to local governments through competitive and formula based grant processes. Also involved is a thorough knowledge of state government financial operations, the statewide accounting system and BWSR's various internal cost accounting systems as the basis for recording and controlling fiscal matters.

Managerial skill required is the ability to organize, plan, and direct auditing operations and make independent judgments for each area encountered. The ability to relate with people, both internal and external at all levels of the organization, is a critical human relations skill. The position requires the advanced ability to research financial technical issues that may be unique to the work of BWSR.

PROBLEM SOLVING:

The person occupying this position must be able to translate program policy requirements into criteria and standards to be used in audits. Financial, compliance, and operating auditing requires an analytical approach in developing audit programs. Today's auditing approach not only has the auditor finding errors/mistakes and having them corrected but also determining the problem's causes, the potential effects of the problem, and cost effective recommendations to correct the problem. In addition to the normal financial and compliance auditing, generally accepted government auditing standards has expanded the scope of audits to include efficiency, economy, and effectiveness of an operation. For BWSR grant programs and funds, oversight and monitoring programs must be designed to provide reasonable assurance of detecting risk and that reporting requirements will be met.

The incumbent must be able to identify and recognize both actual and potential issues and opportunities; then

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analyze, develop, and recommend solutions. The issues/opportunities encountered in this position require an in-depth understanding of how they affect the overall operations of the agency. The job requires judgment and interpretive skills in identifying problems, causes and effects, and demands insight and creativity in developing solutions. Problem solving will often require innovative approaches and will often involve staff from throughout the organization. Many audit and grant management issues the agency faces have cumulative and interactive effects, and the incumbent must often work to develop specialized solutions.

Internal auditing requires the auditor to make sound decisions involving the application of audit techniques and the interpretation of professional auditing standards and theory especially in development of an audit program. For example, for financial and compliance audits, the incumbent must be able to translate generally accepted accounting principles, statutory requirements and policy directives into criteria for comparison to existing conditions. The incumbent must analyze evidence obtained during an assurance engagement and determine the cause and effect of audit findings or issues. The incumbent must use adaptive skills to assess complex, sometimes extremely technical, problems and to recommend reasonable, cost-effective actions aimed at resolving an audit issue. Significant professional judgment is exercised to gauge risks, to assess whether related controls are operating effectively as intended by design, and to make conclusions in light of the audit evidence obtained.

Creativity is essential to design appropriate audit procedures, to recommend cost-effective solutions to the audit issues identified or the problems detected, and to communicate audit results effectively.

Recurring challenges the incumbent faces are managing competing priorities and coping with unplanned assignments. To meet these challenges, it is critically important that the incumbent incorporate a degree of flexibility into the annual audit plan, and keeps the Executive Team apprised of reasons for significant variations from the plan.

FREEDOM TO ACT:	
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Within the constraints of applicable state law, generally accepted government auditing standards, federal law, and department policies, the position operates with considerable independence and is granted broad latitude in the management of the internal audit and grant management functions. The position has full, free, and unrestricted access to all necessary records and information to conduct the function's work. Although the position reports to the Assistant Director for Programs and Policy Development by means of oral discussions and periodic written reports, it has direct and open access to the Executive Director and both Assistant Directors. The internal audit and grants management oversight functions are free to cross all organizational lines to deal directly with every level of operation, thus ensuring the internal audit and grants management oversight functions maintain independence (both in appearance and in practice) so that their opinions, conclusions, judgments, and recommendations will be impartial. The employee has the freedom to manage priorities and develop recommendations for appropriate allocation of human and fiscal resources for the office.