C - XI **CODE NO. 40501**
MANAGEMENT AUDITOR
OCCUPATIONAL GROUP [308]

MANAGEMENT AUDITOR TRAINEE

General Statement of Duties and Responsibilities

Under close supervision, is trained in and performs beginning level professional work for the purpose of acquiring knowledge, skill and competence in the conduct of complex and detailed financial, operational and management audits including reviews of EDP systems and analyses of financial and other data; performs related work.

Examples of Typical Tasks

Receives training in methods, procedures and techniques of management auditing.

Is trained in and assists in the conduct of complex and detailed financial, operational, and management audits, including reviews of EDP systems, financial and other data, programs or activities. Assists in the examination of books of accounts and related records to determine compliance with prescribed methods and procedures for proper accounting and maintenance of records and controls.

Is trained in and assists in the preparation of working papers, financial statements and supporting schedules of fund allocations, analyses of financial and other data, terms of leases, permits, budgetary allocations, etc.

MANAGEMENT AUDITOR TRAINEE (continued)

Qualification Requirements

A baccalaureate degree from an accredited college including or supplemented by 24 credits in accounting including one course each in auditing, cost accounting, and advanced accounting.

Direct Lines of Promotion

This is a professional training class of positions with a limited term of 12 months. Upon the satisfactory completion of the 12 month term, employees in this title will receive appointments, without further examination, to the title of Management Auditor (40502).