

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **AUDIT MANAGER**

### **Basic Purpose:**

Positions in this job are responsible for directing and supervising the conduct of department-wide audits to determine compliance with financial laws, regulations, reporting requirements, and accepted accounting procedures.

### **Typical Functions:**

- Supervises the internal audit unit to include managing professional financial auditing staff.
- Schedules and conducts audits of all department units to determine compliance with financial and purchasing laws and regulations, and department financial policies. Audit areas may include, but are not limited to inmate accounts, employee meal tickets, canteen operations, prisoner public works contracts, restitution, inventory, and OCI and Agri-Services profit and loss statements.
- Plans and schedules audits of contract units to determine compliance with laws and regulations regarding inmate trust fund accounts and canteen operations.
- Acts as liaison with the Office of the State Auditor and Inspector.
- Develops annual risk assessment and audit plan based upon risk assessment.
- Prepares audit reports; makes recommendations concerning changes in financial policies or operating procedures.
- Develops the internal audit unit to provide value added services to support the agency in its statutory responsibilities.

### **Knowledge, Skills, and Abilities:**

Knowledge of generally accepted accounting principles and practices; of auditing theories and techniques; of public and business administration; of financial statements, ledgers, journals and reports; of analytical principles; of supervisory principles and practices. Ability to review and analyze accounting records and business practices; to prepare audit reports and recommendations; to establish and maintain effective working relationships.

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**Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Bachelor's Degree in accounting, business or public administration and five (5) years of professional level financial auditing experience.

Preferred Qualifications: Master's Degree in accounting, business or public administration and five (5) years of professional level financial auditing experience, two (2) of which were in a supervisory position.