

COMMONWEALTH OF PENNSYLVANIA
invites applications for:



Audit Specialist 3

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

SALARY:	\$61,868.00 - \$93,966.00 Annually
JOB TYPE:	Civil Service Permanent Full-Time
DEPARTMENT:	Executive Offices
LOCATION:	Dauphin County
OPENING DATE:	09/09/22
CLOSING DATE:	09/22/22 11:59 PM
JOB CODE:	03720
POSITION NUMBER:	00030828
UNION:	Non Union
BARGAINING UNIT:	A3
PAY GROUP:	ST08
BUREAU/DIVISION CODE:	00815028
BUREAU/DIVISION:	Bureau of Audits, Special Audits Division, BOA Special Projects
WORKSITE ADDRESS:	555 Walnut Street
WORKSITE ADDRESS:	9th Floor
CITY:	Harrisburg, Pennsylvania
ZIP CODE:	17101
CONTACT NAME:	Renee Darie
CONTACT PHONE:	717.425.6833
CONTACT EMAIL:	rdarie@pa.gov
THE POSITION:	

Do you have accounting and auditing experience with an interest in serving your fellow Pennsylvanians? Then don't miss this opportunity to work for the Office of the Budget, Bureau of Audits, as an **Audit Specialist 3**. The Audit Specialist 3 in this position conducts performance audits, attestation engagements, and professional non-audit services, serving organizations under the Governor's jurisdiction. Don't miss this rewarding opportunity to provide valued insight, foresight, and oversight of commonwealth funds for Agencies and Pennsylvania taxpayers –

apply today!



DESCRIPTION OF WORK:

An Audit Specialist 3 leads a variety of audits, engagements, and reviews in accordance with generally accepted government auditing standards and develops risk assessment or evaluates risk assessment developed by staff based on audit objectives. You will also develop or review the development of the audit program and audit objectives and interpret agreements, contracts, policies, legislation, rules, and regulations.

You will conduct audit testing in accordance with the audit program; develop questions in order to gain an understanding of auditee's policies and procedures; obtain documents from auditee to conduct audit testing and to support the auditee's policies and procedures; analyze documents prepared by staff in TeamMate; prepare and review audit findings and recommendations; complete final audit report in preparation for management review.

As an Audit Specialist 3, you must adhere to office policies, Commonwealth directives, and Code of Conduct and work toward achievement of Office of the Budget and Bureau of Audit objectives and performance measures. You will assign work to Executive Audit Specialists and Executive Financial Associates and communicate with Audit Manager regarding the progress of assignments or specified issues related to audit work.

Additional duties include overseeing and/or conducting interviews with auditees and exit and entrance conferences. participating in career development and training opportunities in accordance with Commonwealth personnel management policies; maintaining and applying a working knowledge of software utilized to automate the audit process.

Interested in learning more? Additional details regarding this position can be found in the [position description](#).

Work Schedule and Additional Information:

- Full-time employment.
- Work hours are 7:30 am to 4:00 pm, Monday - Friday, with 60-minute lunch.
- AWS (Alternate Work Schedule) available upon completion of probation.
- **Telework:** You may have the opportunity to work from home (telework) full-time. In order to telework, you must have a securely configured high-speed internet connection. If you are unable to telework, you will have the option to report to the headquarters office in Harrisburg.
- **Salary:** In some cases, the starting salary may be non-negotiable.
- You will receive further communication regarding this position via email. Check your email, including spam/junk folders, for these notices.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

QUALIFICATIONS

Minimum Experience and Training Requirements:

- One year as an Audit Specialist 2; **or**

- Three years of professional auditing experience and a bachelor's degree including or supplemented by eighteen [18] credits in accounting and auditing; **or**
- Any equivalent combination of experience and training which included the required eighteen [18] credits in accounting and auditing.

Other Requirements:

- You must meet the [PA residency requirement](#). For more information on ways to meet PA residency requirements, follow the [link](#) and click on Residency.
- You must be able to perform essential job functions.

How to Apply:

- Resumes, cover letters, and similar documents will **not** be reviewed, and the information contained therein will not be considered for the purposes of determining your eligibility for the position. Information to support your eligibility for the position must be provided on the application (i.e., relevant, detailed experience/education).
- If you are claiming education in your answers to the supplemental application questions, you must attach a copy of your college transcripts for your claim to be accepted toward meeting the minimum requirements. Unofficial transcripts are acceptable.
- Your application must be submitted by the posting closing date. Late applications and other required materials will not be accepted
- **Failure to comply with the above application requirements may eliminate you from consideration for this position.**

Veterans:

- Pennsylvania law (51 Pa. C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences for veterans, go to www.employment.pa.gov/Additional%20Info/Pages/default.aspx and click the Veterans' Preference tab or contact us at ra-cs-vetpreference@pa.gov.

Telecommunications Relay Service (TRS):

- 711 (hearing and speech disabilities or other individuals).

The Commonwealth is an equal employment opportunity employer and is committed to a diverse workforce. The Commonwealth values inclusion as we seek to recruit, develop, and retain the most qualified people to serve the citizens of Pennsylvania. The Commonwealth does not discriminate on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender identity or expression, national origin, AIDS or HIV status, disability, or any other categories protected by applicable federal or state law. All diverse candidates are encouraged to apply.

EXAMINATION INFORMATION:

- Completing the application, including all supplemental questions, serves as your exam for this position. No additional exam is required at a test center (also referred to as a written exam).
- Your score is based on the detailed information you provide on your application and in response to the supplemental questions.
- Your score is valid for this specific posting only.
- You must provide complete and accurate information or:
 - your score may be lower than deserved.
 - you may be disqualified.
- You may only apply/test **once** for this posting.
- Your results will be provided via email.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.employment.pa.gov>

Job #CS-2022-31884-03720
AUDIT SPECIALIST 3
OE

OUR OFFICE IS LOCATED AT:
613 North Street
Harrisburg, PA 17120

jobs@pa.gov

An Equal Opportunity Employer

Audit Specialist 3 Supplemental Questionnaire

- * 1. CS-03720 MET 1 Have you been employed by the Commonwealth of Pennsylvania as an Audit Specialist 2 for one full year or more?
 - Yes
 - No
- * 2. CS-MET 1 If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.
- * 3. CS-03720 MET 2 How many years of full-time professional auditing experience do you possess?
 - 3 or more years
 - 2 but less than 3 years
 - 1 but less than 2 years
 - Less than 1 year
- * 4. CS-MET 2 If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.
- * 5. CS03720 MET 3 Have you completed a bachelor's degree? If you are claiming credits/degree, you must upload a copy of your college transcript(s) for this education to be considered in the eligibility decision. Unofficial transcripts are acceptable. You must attach your transcript(s) prior to the submission of your application by using the "Attachments" tab on the left. You will not be able to add transcript(s) to the application after it has been submitted. If you answer "yes" to this question based on education acquired outside of the United States, you must also upload a copy of your foreign credential evaluation. For more information on foreign education credentials, please visit <https://www.employment.pa.gov/Additional%20Info/Pages/default.aspx#q3> and click on Other Information.
 - Yes
 - No
- * 6. CS-03720 MET 4 Have you completed 18 or more college-level credits in accounting or auditing? If you are claiming credits/degree, you must upload a copy of your college transcript(s) for this education to be considered in the eligibility decision. Unofficial

transcripts are acceptable. You must attach your transcript(s) prior to the submission of your application by using the "Attachments" tab on the left. You will not be able to add transcript(s) to the application after it has been submitted. If you answer "yes" to this question based on education acquired outside of the United States, you must also upload a copy of your foreign credential evaluation. For more information on foreign education credentials, please visit

<https://www.employment.pa.gov/Additional%20Info/Pages/default.aspx#q3> and click on Other Information.

Yes

No

- * 7. **CS-INSTRUCTIONS** You must complete the supplemental questions below. These supplemental questions are the exam and will be scored. They are designed to give you the opportunity to relate your experience and training background to the major activities (Work Behaviors) performed in this position. Failure to provide complete and accurate information may delay the processing of your application or result in a lower-than-deserved score or disqualification. You **must** complete the application **and** answer the supplemental questions. Resumes, cover letters, and similar documents will **not** be reviewed for the purposes of determining your eligibility for the position or to determine your score.

All information you provide on your application and supplemental questions is subject to verification. Any misrepresentation, falsification or omission of material facts is subject to penalty. If requested, you must provide documentation, including names, addresses, and telephone numbers of individuals who can verify the validity of the information you provide in the application and supplemental questions.

Read each question carefully. Determine and select which "Level of Performance" most closely represents your highest level of experience/training. List the employer(s)/training source(s) from your Work or Education sections of the application where you gained this experience/training. **The "Level of Performance" you choose must be clearly supported within the description of the experience and training information entered in your application or your score may be lowered.** In order to receive credit for experience, you must have worked in a job for at least six months in which the experience claimed was a major function.

If you have read and understand these instructions, please click on the "Yes" button and proceed to the exam questions.

If you have general questions regarding the application and hiring process, please refer to our [FAQ page](#).

Yes

- * 8. **WORK BEHAVIOR 1 – SUPERVISION**

Supervises subordinate staff by assigning work; establishes priorities and timeframes for completion of work; reviews employee performance and prepares evaluation reports; disciplines employees; interviews prospective employees and recommends selection; provides guidance to staff; approves/denies leave requests; and identifies training needs and provides training to staff.

Levels of Performance

Select the Level of Performance that best describes your claim.

A. I have professional experience supervising subordinate staff; and as a supervisor I have interviewed and hired staff, rated work performance, established priorities, disciplined employees, identified training needs, approved leave, etc.

B. I have professional experience as a lead worker, and as a lead worker I have provided on-the-job training to newly hired staff, reviewed their work, served as a team

or group leader, etc. but I was not responsible for employee discipline or rating work performance.

- C. I have successfully completed formal supervisory training.
 D. I have NO experience or training related to this work behavior.

- * 9. CS-EXPERIENCE DETAILS V1 WB 1 In the text box below, please describe your experience as it relates to the level of performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name of the employer where you gained this experience.
2. The actual duties you performed related to supervision or lead work.
3. Your level of responsibility.

- * 10. CS-EDUCATION If you have selected the level of performance pertaining to college coursework, please provide your responses to the three items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

* 11. **WORK BEHAVIOR 2 - ANALYTICS**

Analyzes data to arrive at conclusions related to internal controls, or identifying risk or trends, by utilizing computer assisted audit tools to enter, access, or retrieve necessary financial information.

Levels of Performance

Select the Level of Performance that best describes your claim.

- A. I have experience entering, accessing, or retrieving data from computer assisted audit tools to perform reviews of electronic data processing procedures to assess internal controls, identify risk or trends, or arrive at appropriate conclusions.
 B. I have experience entering, accessing, or retrieving data from computer assisted audit tools to perform reviews of electronic data processing procedures; however, someone else was responsible for assessing internal controls, identify risk or trends, or arriving at appropriate conclusions.
 C. I have successfully completed college-level coursework related to strategic management, data analysis, information systems, or accounting systems.
 D. I have NO experience or coursework related to this work behavior.

- * 12. CS-EXPERIENCE DETAILS V1 WB 2 In the text box below, please describe your experience as it relates to the level of performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name of the employer where you gained this experience.
2. The actual duties you performed related to analytics.
3. Your level of responsibility.

- * 13. CS-EDUCATION If you have selected the level of performance pertaining to college coursework, please provide your responses to the three items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

- * 14. **WORK BEHAVIOR 3 – CONDUCTS AUDITS**

Completes audits and related engagements, such as agreed-upon procedures, performance and financial/related audits, special reviews and other various assignments under established criteria including applicable laws, policies, rules, and regulations. Completes audit related engagements, with deference to time budgets, to include the following planning, testing, and reporting duties: selected the procedures and approach best suited to the assignment, performed risk assessments, participated in engagement planning meetings, applied and documented sampling techniques, conducted entrance and exit conferences, and documented testing in professional work papers which support issued report.

Levels of Performance

Select the Level of Performance that best describes your claim.

- A. I have experience conducting audit and audit related engagements in accordance with established criteria. I was responsible for completing planning, testing, and reporting duties to ensure the accuracy of the final product.
- B. I have experience conducting audit and audit related engagements in accordance with established criteria. I was responsible for completing planning, testing, and reporting duties; however, someone else was responsible for the final product.
- C. I have successfully completed college-level coursework related to auditing.
- D. I have NO experience or coursework related to this work behavior.

- * 15. CS-EXPERIENCE DETAILS V1 WB 3 In the text box below, please describe your experience as it relates to the level of performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name of the employer where you gained this experience.
2. The actual duties you performed related to conducting audits.
3. Your level of responsibility.

- * 16. CS-EDUCATION If you have selected the level of performance pertaining to college coursework, please provide your responses to the three items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

* 17. **WORK BEHAVIOR 4 – RESEARCH AND DOCUMENTATION**

Conducts research for any criteria as identified as controlling the activity being audited. Investigates and documents work completed to reach conclusions.

Levels of Performance

Select the Level of Performance that best describes your claim.

A. I have experience researching records and files for various audit related activities. When given a topic, I was responsible for compiling all available documents from a variety of data sources including oral, paper, or electronic and determining relevance to the engagement.

B. I have experience retrieving specifically requested records and files from a source that someone else identified. I was responsible for determining relevance to the engagement.

C. I have successfully completed college-level coursework related to research methods, research design and analysis, or data collection.

D. I have NO experience or coursework related to this work behavior.

- * 18. CS-EXPERIENCE DETAILS V1 WB 4 In the text box below, please describe your experience as it relates to the level of performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name of the employer where you gained this experience.
2. The actual duties you performed related to research and documentation.
3. Your level of responsibility.

- * 19. CS-EDUCATION If you have selected the level of performance pertaining to college coursework, please provide your responses to the three items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

* 20. **WORK BEHAVIOR 5 – WRITTEN COMMUNICATIONS AND REPORTING**

Authors reports that convey the findings of audit-related engagements. Reports include information such as results of testing, compliance with rules and regulations, current or potential risk, as well as recommendations for corrective action to identified deficiencies. Reviews reports for completeness, clarity, and substantiation by supporting work papers in order to ensure that the conclusions, findings and recommendations are expressed in a clear, concise, and constructive manner and are consistently appropriate in view of the work performed.

Levels of Performance

Select the Level of Performance that best describes your claim.

- A. I have experience preparing audit or audit related reports including documenting discrepancies and audit findings. I was responsible for ensuring the report was substantiated and the conclusions and recommendations are expressed in a clear, concise, and constructive manner.
- B. I have experience preparing audit or audit related reports including documenting discrepancies and audit findings. Someone else was responsible for ensuring the report was substantiated and the conclusions and recommendations are expressed in a clear, concise, and constructive manner.
- C. I have successfully completed college-level coursework related to business writing, technical writing, English composition, or journalism.
- D. I have NO experience or coursework related to this work behavior.

- * 21. CS-EXPERIENCE DETAILS V1 WB 5 In the text box below, please describe your experience as it relates to the level of performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name of the employer where you gained this experience.
2. The actual duties you performed related to written communication and reporting.
3. Your level of responsibility.

- * 22. CS-EDUCATION If you have selected the level of performance pertaining to college coursework, please provide your responses to the three items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

* Required Question