

Auditor

Knowledge, Skill, Ability, and Personal Characteristic Statements Rating Results

1	Basic knowledge of financial analysis principles and concepts to assess potential audit issues.
2	Basic knowledge of accounting principles, standards and terminology to prepare and/or review and evaluate documentation.
3	Basic knowledge of General Accepted Accounting Principles (GAAP).
4	Basic knowledge of Generally Accepted Auditing Standards (GAAS).
5	Basic knowledge of Generally Accepted Governmental Auditing Standards (GAGAS).
6	Basic knowledge of International Standards for the Professional Practice of Internal Auditing (ISPPIA).
7	Basic knowledge of accounting and auditing principles and practices to evaluate the financial and operational records and accounting practices to ensure conformance with law and regulations.
8	Basic knowledge of governmental accounting practices related to fiscal management to ensure proper application and compliance.
9	Basic knowledge of economic principles and practices to effectively analyze and understand data and trends.
10	Basic knowledge of common accounting records such as ledgers and source documents.
11	Ability to read and understand financial statements including opinion letters, schedules and notes.
12	Ability to conduct audits independently in accordance with pre-established audit programs.
13	Ability to apply appropriate laws to business operations and auditing duties.
14	Knowledge of basic statistics such as frequency, averages, and ratios to interpret and analyze data.
15	Knowledge of basic statistical methods to select samples and conduct audit tests.
16	Basic knowledge of data analysis methods and techniques to draw appropriate conclusions and make decisions from data.
17	Skill to perform basic mathematical calculations (addition, subtraction, multiplication, division, percentages) to analyze data, prepare reports and summaries.

18	Ability to identify and recommend improvements to enhance program and organizational efficiency.
19	Ability to conduct research using various written and electronic materials to compile needed information and data.
20	Ability to conduct research using various sources such as interviews, classes, lectures, etc. to compile needed information and data.
21	Knowledge of data collection techniques to ensure the accurate collection of data for research and tracking activities.
22	Ability to exercise sound judgment when making decisions in accordance with audit program and objectives.
23	Ability to identify required data needed to perform work tasks, address issues, evaluate program effectiveness, and/or serve as a basis for program/project-specific decisions.
24	Ability to compare information from various sources to determine adequacy, sufficiency, relevancy, reliability, and materiality.
25	Ability to analyze and evaluate problems and issues relating to programs, procedures, and/or policies.
26	Ability to be flexible in using various audit approaches to ensure the audit methods are the most appropriate for the situation.
27	Basic knowledge of materiality and its relationship to the audit.
28	Ability to effectively perform multiple tasks under changing and challenging working conditions.
29	Ability to retrieve and respond to day-to-day office communications including emails, voicemails, faxes, and mail in a timely manner.
30	Ability to identify industry, program, and technological changes that may affect the audit.
31	Ability to remain organized in a work environment with shifting priorities.
32	Ability to prioritize work assignments to ensure completion within established timeframes and by expected deadlines.
33	Ability to maintain confidential materials and information in a secure manner.
34	Knowledge of organizational structures and the chain of command to ensure the appropriate use of communication channels.
35	Ability to evaluate written materials and make recommendations.
36	Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free.
37	Ability to communicate information clearly and concisely, in writing, to audiences with varying levels of understanding.
38	Ability to document and summarize oral interviews.

39	Ability to facilitate meetings and discussions in a manner that ensures the participants stays focused and encourages active participation.
40	Ability to use tact and diplomacy when dealing with the needs, problems, and/or concerns of other departmental staff, outside agency personnel, and/or the public.
41	Ability to orally communicate clearly and concisely with a variety of audiences (e.g., the public, departmental staff, hearing officers, judges, district attorneys).
42	Ability to establish and maintain cooperative working relationships with management, staff, and internal and external stakeholders.
43	Ability to gain and maintain the confidence and cooperation of peers, external parties, and all levels of management.
44	Ability to use a personal computer to input data, access information, and/or create materials and documents using a variety of software applications.
45	Knowledge of database software to create, store, maintain, and access files and develop reports.
46	Ability to learn new computer applications and programs.
47	Knowledge of word processing software to prepare correspondence and reports.
48	Knowledge of spreadsheet software to analyze data and prepare summaries and reports.
49	Ability to use presentation software to design and develop visual presentations and handouts.
50	Knowledge of electronic mail and calendaring software.
51	Ability to use the internet to conduct on-line research and obtain information related to departmental policies, procedures, and resources to complete program or project activities.
52	Ability to use and operate basic office equipment (including copiers, calculators, telephones, and fax machines).
53	Knowledge of information security practices to avoid breaches of privacy, confidentiality or data integrity.
54	Willingness to travel to other locations including overnight travel.