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| **CLASS CODE:** 2125  **PAY GRADE:** 424 |

**CLASS TITLE:** COMPUTER AUDIT ANALYST - SES

**ALLOCATION FACTOR(S)**

This is professional and technical work involving highly specialized knowledge of accounting and accounting systems, computer and computer systems and the application of electronic data processing (EDP) financial auditing concepts to very large and complex systems using advanced computer audit software.

**EXAMPLES OF WORK PERFORMED:**

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

* Prepares system analysis of computerized accounting systems involving large mainframe computers.
* Prepares specifications and programs for EDP audit applications using advanced computer software.
* Assists non-EDP audit staff in data retrieval during performance of an audit.
* Coordinates communication of audit requests between staff auditors and data processing department.
* Prepares specifications and develops audit programs using various computer languages.
* Assists in conducting special investigations of technical complaints involving computerized accounting systems.
* Assists in providing audit staff with current documentation concerning EDP auditing concepts and technology.
* Assists in the development of staff training programs involving EDP auditing.
* Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

(Note: The knowledge, skills and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions in the employing agency.)

* Knowledge of accounting and accounting systems.
* Knowledge of financial auditing techniques.
* Knowledge of data processing principles, practices and techniques applicable to large-scale computers and computer systems.
* Knowledge of report writing techniques.
* Knowledge of statistical applications pertaining to sampling theory.
* Ability to analyze and evaluate complex accounting systems.
* Ability to assist staff auditors in developing audit programs.
* Ability to develop specifications and write computer programs to run on large mainframe computers.
* Ability to write effective technical reports.
* Ability to conduct financial audits through the use of a computer.
* Ability to understand and apply statistical sampling applications pertaining to financial auditing.
* Ability to effectively communicate technical information.
* Ability to establish and maintain effective working relationships with others.

**MINIMUM QUALIFICATIONS**

**EFFECTIVE:**

7/1/2001

**HISTORY:**

01/01/1984