

**General Auditor III**  
**Essential Task Ratings Results**

Task #	Task Statement
1	Perform the more complex financial, operational, and compliance audits of the organization to produce financial statements and management/audit reports, to determine efficiency of the entity and compliance with Department, State, and Federal policies, plans, procedures, laws, rules, and regulations using organizational charts, policies, procedures, flow charts, duty statements, audit guides, questionnaires, and observation.
2	Performs the more complex field audits in cases frequently complicated by such factors as the size of organization with correspondingly complex accounting systems and the proper determination of assets, liabilities, ownership equities, income, costs, and expenses in accordance with generally accepted accounting and auditing principles.
3	Perform field audits of handlers, producers, and agriculture related entities using the methods and procedures from the Audit Manual and Generally Accepted Governmental Auditing Standards (GAGAS). This involves examining, analyzing, and interpreting the financial, production, and summary records to assure compliance with laws and regulations.
4	Conduct entrance conferences to introduce attendees and auditors, discuss the audit scope, methodology, and objectives and to communicate the audit process utilizing various resources.
5	Conduct exit conferences or written reports to communicate with auditee the audit results and/or recommendations utilizing various resources developed during the audit.
6	Coordinate information request with internal programs and external audit entities to provide materials and documents using computers, mail systems, meetings, and telephones.
7	Participate in the internal appeal process as the audit expert, to provide information that will help resolve disputed audit findings using audit reports and audit evidence, as required.
8	Conduct difficult public contacts and writes correspondence in explaining provisions and application of the law, discussing audit procedures, findings, and recommendations with parties subject to various State regulations.
9	Conduct presentations to communicate program information for agriculture industry entities utilizing various resources.
10	Communicate with auditees who have violated the provisions of the Food and Agricultural Code to ensure compliance problems are corrected.

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11	Reconcile financial, operational, and compliance information of the organization to determine the integrity and accuracy of information using ledgers, bank statements, registers, and month end reports guided by the audit program.
12	Review the organization's financial statements and accounting records to determine whether they accurately reflect the financial condition of the entity, using financial records, training documents, work orders, ledgers, and source documents guided by the audit program.
13	Analyze data provided by the organization to develop conclusions and make recommendations using auditing standards, narratives, flow charts, questionnaires, and interviews.
14	Analyze data provided by the organization to determine compliance with State and Federal policies, plans, procedures, laws, rules, and regulations using auditing standards, narratives, flow charts, questionnaires, and interviews.
15	Cross reference audit work papers and documents using standards from program audit manuals to ensure accuracy of report.
16	Perform research and analysis as directed by management for the purposes of resolving a problem or providing reports to industry.
17	Assist or perform computation of statistical data to produce specific data extracts in report format of data maintained for internal programs and external entities to provide requested information.
18	Test current modifiers and standards, develop new bases of allocation, and assist in revising the Manual of Instruction to reflect such changes.
19	Participate in Continuing Professional Education (CPE) training classes to meet auditing professional standards using all available resources, as required.
20	Provide peer-to-peer on-the-job-training for new auditors to transfer knowledge using manuals, computers, verbal instruction, audit review/coaching notes, and prior audits,
21	Learn various accounting systems and program applications used by the auditee to gather competent, relevant, useful, and sufficient information in order to perform the audit using the auditee's accounting systems, program applications, and manuals.
22	Attend auditing workshops, training classes, and staff meetings to build auditing knowledge, program knowledge, and to enhance computer skills.
23	Serve as lead auditor of an audit to plan, coordinate and complete the audit project including directing audit team members using all available resources.
24	Serve as lead of an audit to ensure audits are completed timely, efficiently and in compliance with auditing standards using professional practices framework.

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25	Provide feedback to the supervising auditor on the audit assignment, including the audit team members' performances to facilitate process improvement by meeting or memoranda.
26	Advises other auditors and management of difficult problems, audit techniques, or application of the law.
27	Encourage and build mutual trust, respect, and cooperation among coworkers, management, stakeholders, industry representatives, and the public sector.
28	Work directly with the Department's Legal Office to prepare cases for either referral to the Attorney General's Office or to proceed to administrative hearing, as required.
29	Ensure confidentiality of audit information to maintain the reputation/trust of the client and to protect the department from liability using departmental audit security procedures on an ongoing basis.
30	Consult with supervisor on major problems requiring policy decisions or legal interpretations.
31	Discuss audit findings, recommendations, and conclusions with audit manager.
32	Travel to audit site by automobile or other modes of transportation (airplane, train, rental car, taxi, etc.)
33	Perform physical activities that may require consistent use of arms and legs, and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of heavy materials.
34	Prepare work papers to include descriptions of transactions and records examined, to document the work performed, and to support the auditor's findings and conclusions.
35	Prepare work papers, management memos, narratives, audit report, certification, and/or audit letter for management using computer applications (MS Word, MS Excel, Quattro Pro, etc.) to complete the audit package.
36	Continuously update audit files (electronic or hard-copy) to ensure accuracy and current information is available for internal records.
37	Prepare an audit plan to determine audit objectives, audit procedures, sample months, and audit time budget based on prior audit history and/or new requirements.
38	Prepare travel arrangements to audit sites utilizing Department travel websites to book hotel, rental car, and/or flight.
39	Collect sufficient evidence (invoices, production records, bank statements, etc.) from auditee to support audit findings.