



CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

**PROGRAM MANAGER FOR COMPLIANCE
(Auditor VI)**

General Position Summary

This position is responsible for performing advanced senior-level managerial audit compliance work administering the daily audit functions, planning, scheduling, coordinating, conducting, analyzing results of, and reviewing audits of the cancer academic research, product development research and prevention grants awarded by the agency.

Work involves examining, investigating, reviewing records and management practices to ensure compliance with state statutes and internal regulations; provides technical assistance and training to grantees; preparing reports; and participates in grantee risk assessment process. Plans, assigns, and supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

Salary Range \$63,104 - \$103,491

Closing Date: August 18, 2017, 5:00pm.

GENERAL QUALIFICATION REQUIREMENTS:

Experience and Education

Three years of full-time senior experience managing in the following fields or a combination thereof: accounting, auditing or compliance monitoring.

Experience auditing, evaluating accounting and management systems for accuracy and compliance, preparing reports, interpreting state laws and agency policies and procedures pertaining to grant awards. Experience and ability to verbally communicate to convey compliance information in a clear, concise manner.

Bachelor's Degree in Accounting, Finance or Business Administration, or related field is required. Experience and education may be substituted for one another on a year-for-year basis.

Certified Public Accountant is required. One or more of the following certifications is preferred: Certified Internal Auditor, Certified Management Accountant, Certified Government Auditing Professional, or Certified Fraud Examiner.

Knowledge and Abilities

Must be proficient in accounting and auditing methods and systems and be knowledgeable of generally accepted auditing standards and procedures. Excellent verbal communication skills to convey information in a clear concise manner to grantees and agency management. Ability to provide

customer service to grantees. Must be able to write clearly and concisely. Ability to manage audit information and to assemble audit working papers. Ability to develop, evaluate, and interpret state laws and agency policies and procedures pertaining to grant awards. High degree of flexibility to respond quickly to changing goals with the ability to work under pressure and meet deadlines. Highly organized with the ability to prioritize workload, to meet deadlines and manage several projects at one time. Ability to travel throughout Texas to conduct on-site compliance reviews. Proficiency with Microsoft Office Excel, Word, Outlook and SharePoint. Ability to work in a proprietary grant management computer database system. Sedentary for prolonged periods of time in front of a computer; however standing and walking is routinely necessary. Use of manual dexterity; ability to lift and handle office related items weighing up to 10 pounds. Cognitive abilities to learn, recall, apply practices, and the stamina to maintain attention to detail despite interruptions.

EXAMPLES OF WORK PERFORMED

Performs and manages complex reviews to ensure adherence to state statutes, agency regulations, and the exercise of good stewardship of state funds.

Examines and analyzes the management operations, internal controls, and accounting records of grantees for reliability, adequacy, accuracy, efficiency, and compliance with regulations; and reports erroneous or questionable transactions.

Manages the scope, objectives, procedures, and deliverables for each onsite grantee compliance review to be performed.

Develops and implements annual grantee audit review plans

Manages and prepares audit compliance reports, including the development of outlines, preparation of draft reports, and submission of the final reports for review and approval.

Recommends and advises management regarding changes in business processes and information systems.

Manages and/or conducts post-audit compliance review assessments.

Advises on the requirements, liabilities, and penalties of compliance and noncompliance, and recommends improved accounting or management operation systems controls.

Monitors grant recipient compliance via on-site and desk reviews.

Develops statistical sampling plans.

Conducts special investigations into fraud, waste, and abuse allegations.

Reviews audit compliance reports for completeness, compliance with standards, and adherence to rules, statutes, and policies.

Provides technical advice and training on the requirements and consequences of grantee compliance and non-compliance.

Defines audit issues by researching specific topics through interviews, document reviews, prior audit findings, and other research techniques.

Evaluates grant recipient policies, procedures, and internal control mechanisms to ensure reported programmatic information is accurate, reliable, and timely, and that grant-funded resources, including capital equipment purchases, are adequately safeguarded.

Plans and organizes audit procedures.

May review annual compliance attestation forms, monitors deficiencies and maintains a status report.

Effectively communicates, interprets, and clarifies agency policies and procedures and requirements to ensure compliance with applicable statutes, rules and other requirements.

Supervises the work of compliance staff.

Undertakes special projects and performs all other duties as assigned.

Military Occupational Codes:

The Military Occupational Specialty (MOS) codes applicable to this position can be accessed at: http://www.hr.sao.state.tx.us/compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf. Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields listed in the above link who meet the minimum qualifications listed above are encouraged to apply.

Application Instructions

If you meet the qualifications, complete and submit a State of Texas application to Cancer Prevention and Research Institute of Texas, Human Resources, P.O. Box 12097, Austin, Texas 78711. State of Texas application may be obtained from <http://cprit.texas.gov/about-cprit/cprit-employment-opportunities>. Applications may also be submitted via the WorkInTexas.com site.

All resumes must be accompanied by a fully completed state of Texas application. Incomplete applications may be disqualified at the agency's discretion. Faxed and emailed applications will not be accepted. Non-smoking office and building located in Capitol Complex of Austin, Texas. The Cancer Prevention & Research Institute of Texas is an equal opportunity employer.