



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: SENIOR MANAGEMENT AUDITOR

SALARY: \$8,024.00 - \$10,471.00

DIVISION: AUDITS & ASSISTANCE DIVISION

FINAL FILING DATE: JANUARY 15, 2025

DUTIES AND RESPONSIBILITIES

Plan, organize, and direct the work of the audit team. Responsible for the total management of the FPPC's audit program. As the In-Charge Auditor, lead and direct the audit assignment. Provide guidance and leadership to audit staff. Perform reviews and provide feedback. Ensures audit work meets objectives and scope, risks are assessed, and audit work is substantiated conforms with professional audit standards. Responsible for the implementation and review of the audit program, which includes mandatory, contractual, and discretionary audits, as well as assisting with audit referrals from other agency audits. Perform, assign, and supervise cross-reviews and quality reviews of audit reports and workpapers to ensure accuracy, consistency, and completion of audits in accordance with the policies, procedures, and standards prescribed in the PRA. Supervise the investigations performed by Staff Services Management Auditors, Associate Management Auditors, and Program Specialists. Finalize and update the Audit Manual and Desk Manuals for the audit staff positions. Implement effective time-tracking methods for the audit program. Create an effective training program for new and/or inexperienced auditors. Create or suggest ongoing educational and procedural trainings for Staff Services Management Auditors, Associate Management Auditors, and Program Specialists.

Perform investigations and audits of the most difficult, complex and sensitive cases of suspected violations of the PRA involving campaign and accounting problems and other issues, with wide discretion and independence of action. Determine an effective scope of examination, develop, analyze, and evaluate facts, draw accurate and proper technical conclusions concerning violations of the PRA and sufficiency of the evidence, documenting findings in the investigation reports and detailed accounting working papers, conducting interviews of individuals who may have violated or have knowledge of violations of the PRA, drafting and serving subpoenas to obtain evidence, working in conjunction with federal, state, and local law enforcement agencies, and appearing as a witness at legal and administrative proceedings. Log and track time as required. Investigation and audit issues include but are not limited to: misuse and personal use of campaign funds; campaign contribution laundering violations; campaign contribution limit violations; control committee and primarily formed committee issues; misreporting; complex financial transactions; and the most sensitive cases regarding high-level state and local officials.

Provides guidance and assistance to the Franchise Tax Board Political Reform Audit program and other local, state and federal enforcement programs, in administering their requirements under the PRA. Act as the FPPC's liaison with the other agencies, including those the FPPC contracts with to provide services. Serving as the FPPC's technical specialist on campaign, accounting, and auditing issues, practices and policy. Instruct, advise, and work with other FPPC staff that encounter campaign or accounting problems, including investigations. Assists with audit reports issued by the other agencies. Proposes regulations or legislation or revisions thereof, on accounting, reporting, and auditing, as requested.

When needed or required, identify candidates, committees, and other entities subject to random audit through public draws pursuant to the PRA and conduct the audit selections. Oversee the public draw process and assist

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and guide auditors through data collection, review and draw results.

SPECIAL REQUIREMENTS

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Fair Political Practices Commission’s current telework policy. While FPPC supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the FPPC.

All employees are responsible for understanding and demonstrating the FPPC’s core competencies:

- Principles and practices of organizational management, accounting, and auditing.
- Knowledge of Auditing principles and procedures, including probability sampling.
- Principles and techniques of personnel management and supervision.
- Ability to establish audit and compliance program procedures, practices, and policies.
- Ability to conduct a detailed analysis of financial information and facts, draw sound conclusions, and make recommendations based on that analysis, including in unique or precedent-setting issues and policies.
- Knowledge of specialized and complex investigative procedures.
- Ability to conduct complex investigations using various procedures to obtain information, facts, and evidence.
- Ability to work independently.
- Understanding of discretion and confidentiality concerns.
- Ability to supervise, lead, and organize Staff Services Management Auditors, Associate Management Auditors, and Program Specialists.
- Ability to direct the work of staff engaged in a variety of complex, technical audits, and work effectively with attorneys, investigators, other auditors, and top-level managers of the FPPC and other organizations.
- Ability to research and write reports.
- Strong verbal and written communication skills.
- Knowledge of the PRA is helpful, but not required.
- Willingness to travel throughout the State and overnight occasionally.
- Willingness to work odd hours while away from the office.
- Understanding of and effectiveness in carrying out State and departmental equal employment opportunity and affirmative action policies

Who May Apply: Individuals who have eligibility for appointment to the above class (transfer, list, reinstatement).

How to Apply: Applications will be screened and only the most qualified candidates will be scheduled for an interview. If you wish to be considered for the position, please apply at:

<https://calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=460321>

or forward a State application (STD. 678) and résumé to:

Fair Political Practices Commission
Attn: Angel Moreno
1102 Q Street, Suite 3050
Sacramento, CA 95811

Contact: Angel Moreno, (279) 237-5992

12/16/2024

It is the policy of the Fair Political Practices Commission to prohibit any form of discrimination based on race, sex, religion, age, national origin, sexual orientation or disability in every phase, or personnel policy and practice, in the recruitment, employment, advancement and/or treatment of all employees and applicants.

