

Specification for Class of

LIQUOR CONTROL AUDITOR SUPERVISOR

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Plans, organizes, and evaluates the work of the field auditors of the Liquor Control Board. Supervises and trains lower-level auditors.

Typical Work

Adjusts field audit schedules as necessary and, in the absence of the Auditor 4, schedules field audits of state-owned liquor stores, liquor agencies, the Liquor Distribution Center, wineries, breweries, wholesale beer distributors, and other organizations and businesses holding or applying for liquor licenses;

Reviews, edits and approves audit reports;

Assists in developing and maintaining administrative and technical audit manuals;

Conducts special audits and projects requested by the Liquor Control Board;

Supervises a team of auditors in regularly scheduled audits of the Distribution Center;

Assists in recruiting, selecting and training audit staff;

Performs other work as required.

Knowledge and Abilities

Knowledge of: internal and external auditing standards, procedures and techniques; modern office methods and procedures; principles of supervision and management; Liquor Control Board laws, rules and regulations; accounting principles and techniques.

Ability to: plan, supervise and administer statewide audit program of state- controlled liquor outlets; develop and maintain effective working relationships with store managers, employees and public officials; communicate effectively orally and in writing.

LIQUOR CONTROL AUDIT SUPERVISOR

14220

Minimum Qualifications

A Bachelor's degree including 20 semester or 30 quarter hours of college-level accounting.

AND

Three years of experience in accounting or auditing; or two years of experience as a Liquor Control Auditor or equivalent, such as an auditor or accountant at a supervisory level.

Additional qualifying experience may be substituted, year for year, for education, except for the required credit hours of college-level accounting.

New class: 3-25-77

Revised minimum qualifications: 5-14-82

Revised definition and minimum qualifications, title change (formerly Liquor Control Auditor 3): 7-10-92