

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50370933

Allocation Action:	Affirmed
Official Allocation:	AUDIT DIR 1
Job Code:	163980
Pay Level:	AS-622
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	05/13/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	190735
Consultant:	CDU
Supervisor:	JLR



STATECIVILSERVICE

POSITION DESCRIPTION

Form Revision Date: 7/2021

STATE CIVIL SERVICE
P.O. BOX 94111 - CAPITOL STATION
BATON ROUGE, LA 70804-9111
SCSPDS@la.gov

1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, please attached master list of positions.

☒ UPDATE ☐ AGENCY APPEAL ☐ MASTER ___ # requested☐ JOB CORRECTION ☐ 5.3 APPEAL ☐ CAREER
PROGRESSION GROUP☐ NEW POSITIONMAJOR AGENCY CODE &
PERSONNEL AREA CODE
0A04POSITION NUMBER
50370933CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
Audit Director 1CURRENT PAY LEVEL
AS-622CURRENT OFFICIAL JOB CODE
163980

REQUESTED OFFICIAL JOB TITLE

REQUESTED PAY LEVEL

REQUESTED OFFICIAL JOB CODE

2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLY

ORGANIZATIONAL UNIT NUMBER
50378206WORK PARISH
EBRPERSONNEL SUBAREA
5000EMPLOYEE GROUP (CHOOSE ONE)
☐ FT HOURLY
☒ FT SALARY
☐ PT HOURLY

COST CENTER

GRANT

FUND

WBS ELEMENT

ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME - LAST, FIRST

Mathis, Collette

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT - OFFICE - DIVISION

Louisiana Housing Corporation/internal Audit/Quail Drive

HUMAN RESOURCES TELEPHONE
(225) 763-8700

OFFICIAL TITLE OF SUPERVISOR

Executive Counsel

DIRECT SUPERVISOR'S POSITION NUMBER
50457898HUMAN RESOURCES EMAIL
dackoury@lhc.la.gov

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME

POSITION NUMBER

OFFICIAL JOB TITLE / AGENCY

5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED

☒ DETERMINES WORK ASSIGNMENTS ☒ RECOMMENDS HIRING/PROMOTIONS ☒ TRAINS STAFF
☒ REVIEWS AND APPROVES WORK ☒ PREPARES & SIGNS PES RATING ☒ APPROVES LEAVE

4

NUMBER OF DIRECT
SUBORDINATES

6 ATTACHMENTS

Check to indicate attachments.

☒ Organizational Chart (required) ☒ Duties / Responsibilities (required) ☐ Comments ☐ MJD Position Numbers ☐ Contracted Personnel Form

7 SIGNATURES

Sign and print below.

EMPLOYEE

DATE

☐ I certify that the information in this document is true and correct to the best of my knowledge.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

DIRECT SUPERVISOR

DATE

☐ I certify that I agree with this document.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

APPOINTING AUTHORITY (Required)

Joshua G. Hollins
Executive Director

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

DATE

5/12/22

☒ I certify that I agree with this document.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

The Audit Director 1 administers the Internal Audit Division of the Louisiana Housing Corporation (LHC) to reasonably ensure the proper accountability of state, fiduciary and self-generated funds. The Audit Director 1 is responsible for all internal auditing activities to be conducted within the organization such as testing for internal control, compliance, investigations, and efficiency audits.

55% Directs and approves the preparation of individual audit plans and audit programs. Approves and signs audit reports as well as presents the results to Executive Management and/or the LHC Board of Directors. Recommends management and Board acceptance of audit findings and corrective action plans.

Develops audit standards, policies, and procedures for the LHC Audit Division. Ensures that audits are performed in accordance with the Standards for Professional Practice of Internal Auditing issued by the Institute of Internal Auditors, and professional standards such as Generally Accepted Auditing Standards and Generally Accepted Accounting Principles.

Using risk analyses, develops the annual audit plan which determines the annual scope of work to be conducted by the audit division. This plan requires consideration of available resources (time, financial budget, staff, etc.) and may involve some coordination with LHC's external auditors. Presents annual audit plan to the Executive Counsel and the Executive Director.

Advises higher level LHC administrators and the Board of management problems uncovered by audits and recommends solutions to correct the deficiencies.

15% Tracks the progress and preparation of audits performed by external entities of LHC programs and processes.

5% Responsible for documenting staff performance for Performance Planning Reviews, for rewards and recognition and/or disciplinary action.

Interviews and recommends applicants for hire. Trains new employees. Reviews and assigns work to subordinate staff. Creates performance and planning documents for employees. Controls time and attendance of staff.

5% Develops and updates the Internal Audit Division's annual operating budget.

Reviews and updates the audit charter to ensure that current accounting and auditing standards are included. Reviews and updates the Internal Audit policy and procedure manual.

Advises the Executive Director and the Board of Directors on corporation-wide projects. Assists members of management in the discharge of their responsibilities by furnishing them with the analysis, appraisals and control recommendations needed. Assists executive management in the preparation of corporate goals, policies, and strategic plans.

- 5% Supervises the receipt and annual sub-recipient audit submissions (1000 audits annually). Provides technical assistance to employee(s) responsible for this task.
 - 5% Develops and updates the Internal Audit Division's annual operating budget.
 - 5% Supervises the investigation and resolution of fraud complaints received by the Internal Audit Division.
 - 5% Other duties as assigned.
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Louisiana Housing Corporation – Internal Audit

03/2022

