

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015



Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50351603

Allocation Action:	Affirmed
Official Allocation:	AUDITOR 2
Job Code:	158530
Pay Level:	AS-615
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	09/17/2018
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	150150
Consultant:	KCW
Supervisor:	HHH



POSITION DESCRIPTION

Form Revision Date: 05/2016

COMPENSATION DIVISION
DEPARTMENT OF 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 POSITION

MAJOR AGENCY CODE &
PERSONNEL AREA CODE

0A04

POSITION NUMBER

50351603

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)

Auditor 2

CURRENT PAY LEVEL

AS-615

CURRENT OFFICIAL JOB CODE

158530

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
50378206

COST CENTER NUMBER /FUND

WORK PARISH
East Baton Rouge

PERSONNEL SUBAREA
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

EMPLOYEE SUBGROUP (CHOOSE ONE)

☐ NON-EXEMPT ☒ EXEMPT

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST

Mack, Nicole

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) 763-8841

OFFICIAL TITLE OF SUPERVISOR

Audit Director 1

DIRECT SUPERVISOR'S POSITION NUMBER

50370922

HUMAN 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

0

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)

E. KERRICUM INGHAM

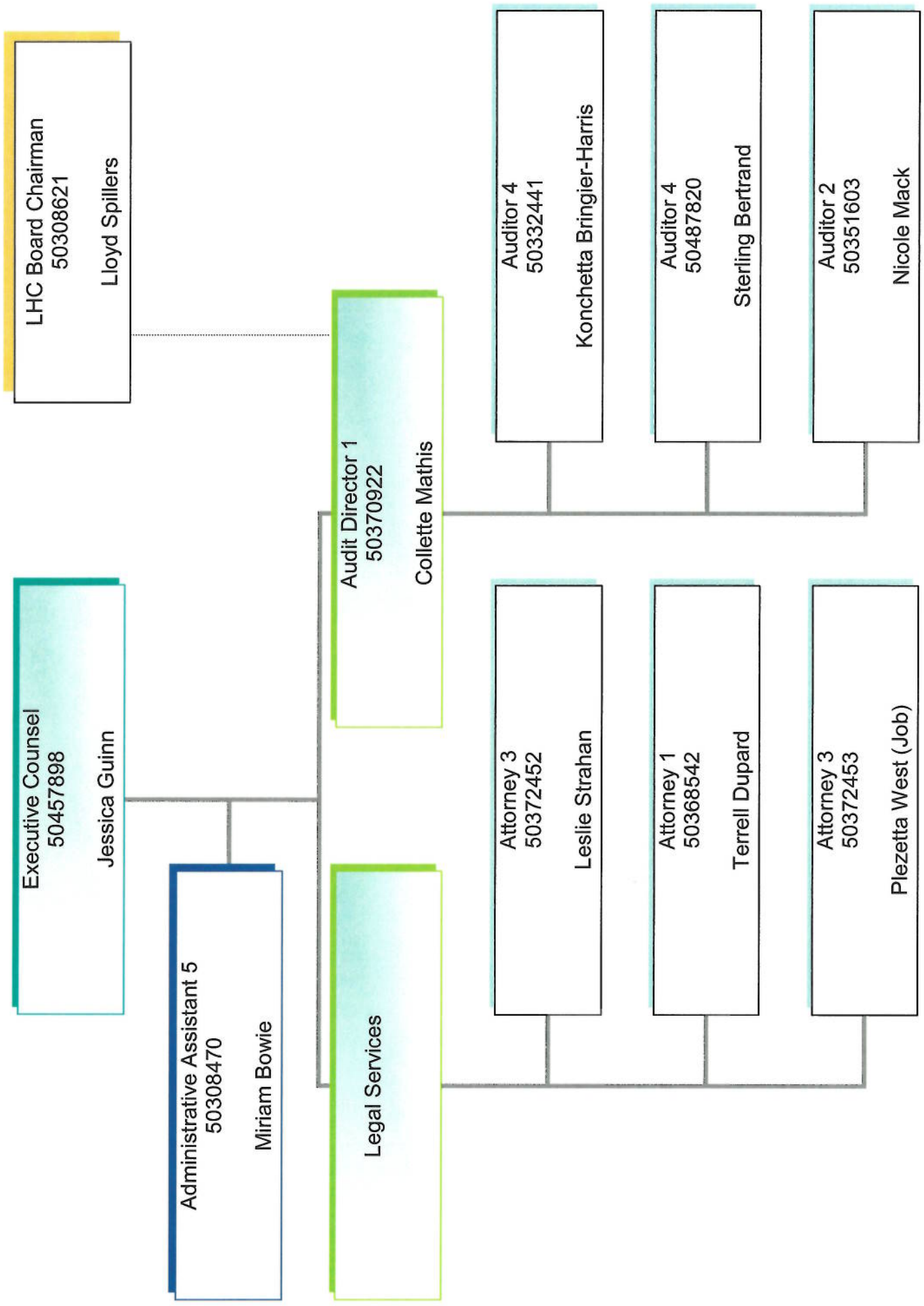
EXEC DIRECTOR
PRINT NAME AND TITLE OF APPOINTING AUTHORITY

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.

Louisiana Housing Corporation – Legal/ Internal Audit

09/2018



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 incumbent in this position serves as the Administrative Specialist for Administrative Services at the Louisiana Housing Corporation (LHC). The incumbent is responsible for the administration of several programs supporting the Executive Team.

- 30%** Assists in performing operational and compliance audits of units and functions of the Louisiana Housing Corporation to determine operational effectiveness and efficiency. Conducts audits to improve practices and ensure compliance with laws, rules, and regulations. Verifies compliance with regulatory and contractual requirements.
- 20%** Creates work papers, maintains all appropriate documentation and assists in preparing audit reports. Responsible for the development of audit findings and recommendations.
- 15%** Assists in the tracking of all external audits as well as any follow up on audit findings. Duties include creating electronic files in LaserFiche, maintaining hard copy files and entering information into the Internal Audit Microsoft Access database.

Duties also include updating program staff of all outstanding audits.
- 10%** Inspects cash control records, payroll records, bank accounts financial statements, inventories, disbursements, and liabilities reported by the audited entity to determine dependability of its record keeping and reporting practices.
- 10%** Interviews departmental staff to gather and analyze information. Interprets laws, rules and regulations which will impact the audit process at LHC.
- 10%** Assists the Audit Director with all aspects of LHC's internal performance and compliance audits.
- 5%** Performs any other duties as assigned.