

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50487820

Allocation Action:	Affirmed
Official Allocation:	AUDITOR 4
Job Code:	171420
Pay Level:	AS-618
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	03/04/2020
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	167607
Consultant:	SLP
Supervisor:	JLR



# 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](mailto: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  50487820
CURRENT PAY LEVEL  AS-618	CURRENT OFFICIAL JOB CODE  171420
REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE

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

Auditor 4

REQUESTED OFFICIAL JOB TITLE

## 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) <input type="checkbox"/> FT HOURLY <input checked="" type="checkbox"/> FT SALARY <input type="checkbox"/> PT HOURLY		EMPLOYEE SUBGROUP (CHOOSE ONE) <input type="checkbox"/> NON-EXEMPT <input checked="" type="checkbox"/> EXEMPT	

## 3 GENERAL INFORMATION

EMPLOYEE'S NAME -- LAST, FIRST Bertrand, Sterling	Employee Qualifies For Job <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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

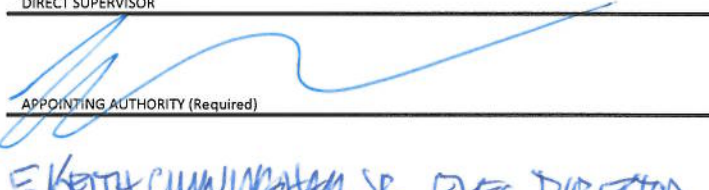
## 6 ATTACHMENTS

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	<input type="checkbox"/> I certify that the information in this document is true and correct to the best of my knowledge. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
DIRECT SUPERVISOR	DATE	<input type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
APPOINTING AUTHORITY (Required)  KEITH CUNNINGHAM, SR. EXEC DIRECTOR	DATE 3/3/20	<input checked="" type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> 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.

- 25%** Conducts interviews with complainants, witnesses, and subjects to gather facts during investigations of waste and misconduct.

Documents and presents case facts and finding via investigative reports and, if applicable, to law enforcement agencies in support of criminal apprehension or prosecution.

Examines financial statements, journals, ledgers, receipts, invoices, statements, and other individual financial transactions reported by audited entity/ department.

Performs Front End Risk Assessments on any new proposed corporation programs or lines of business.

Reports annually to the administrative committee of the LHC Board of Directors.

Determines a valid representative sample of financial transactions to audit.

- 20%** Performs audits and conducts research on suspicious activities/ transactions in the agency. Gathers evidence through site visits and surveillance. Reviews and analyzes extensive data and records to determine whether evidence of waste or fraud exists.

Serves as a technical specialist performing in-depth audit activities in programs requiring advanced knowledge, skills, and abilities.

Maintains work papers and prepares audit reports.

- 20%** Performs selected quality control procedures and prepares a monthly report of the results of those activities. Examples of quality control procedures should include, but will not be limited to the list below.

- Compliance Monitoring Inspection Reports
- Travel Reimbursement requests
- PBCA monthly voucher payments
- LHC Housing Authority voucher payments
- Energy payments, duplicates and properly certified
- Inspection and reconciliation of cash (received and deposited)
- Timely termination of employee IT access rights
- Accounts Payable high dollar invoices
- Accounts Receivable trending
- Payroll Analytics (excessive overtime, pay period comparisons, etc.)

- 15%** Makes recommendations on fraud cases for settlement and implementation of controls or changes in the effort to prevent future recurrences.

Investigates any potential fraud, waste, and abuse concerns received from the LHC Board of Directors.

Responds quickly to fraud events in the effort to recover funds and minimize losses through restitution of monies.

Maintains professional and confidential demeanor at all times.

Contributes to the overall goals of Fraud Prevention through information sharing and ongoing improvements.

Evaluates the use of technology to aid in continuous monitoring and detection activities.

- 10%** Performs annual enterprise risk assessments in an effort to determine what areas present the highest level of risk. Risk assessments factor into the LHC Annual Audit Plan.
- 5%** Addresses anonymously reported instances of fraud, waste, and abuse from the general public and LHC employees. Investigates tips and prepares reports to communicate to Executive Management and/or the Board of Directors.
- 5%** Performs any other duties as assigned.

Louisiana Housing Corporation – Legal/ Internal Audit

03/2020

