

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50627724

Allocation Action:	New Position
Official Allocation:	AUDITOR 4
Job Code:	171420
Pay Level:	AS-618
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	11/02/2021
Position Audited:	No
Audit Date:	
Comments:	New position # 50627724

Log Number:	184420
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 POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE 0A04	POSITION NUMBER
CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
REQUESTED PAY LEVEL AS618	REQUESTED OFFICIAL JOB CODE 171420

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

REQUESTED OFFICIAL JOB TITLE
Auditor 4

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

ORGANIZATIONAL UNIT NUMBER 50378206	WORK PARISH EBR	PERSONNEL SUBAREA 5000	EMPLOYEE GROUP (CHOOSE ONE) <input type="checkbox"/> FT HOURLY <input checked="" type="checkbox"/> FT SALARY <input type="checkbox"/> PT HOURLY
COST CENTER	GRANT	FUND	WBS ELEMENT
ORDER			

3 GENERAL INFORMATION

EMPLOYEE'S NAME - LAST, FIRST Denise Ackoury	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 / Quail / Internal Audit		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
Sterling Bertrand	50487820	Auditor 4
Konchetta Bringier-Harris	50332441	Auditor 4

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
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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) PRINT NAME AND TITLE OF APPOINTING AUTHORITY Bradley R. Sweazy Interim Executive Director	10/27/2021	<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.

The, Auditor 4 reports directly to the Audit Director 1. The Audit 4 directly assists the Audit Director in managing all aspects of the Agency's internal performance, operational and compliance audits of Agency Programs.

50% Works with audit staff in the annual tracking of audits received by LHC from sub-recipients.

20% Develops audit standards, policies, and procedures for Louisiana Housing Corporation.

Establishes audit objectives and develops audit programs including time estimates, plan of work and steps necessary to collect data and document findings. Uses a variety of data analysis techniques and innovative approaches to analyze performance and identify areas of improvement.

On a continuing basis, reviews the efficiency and effectiveness of departmental operations. Evaluates the adequacy of internal controls to include data processing controls, both general and application.

Verifies compliance with regulatory and contractual requirements.

Responsible for the development of audit findings and summaries. Completes and reviews work and conducts negotiations. Prepares preliminary drafts of the audit report.

10% Monitors assignments of audit staff to ensure timely completion and performs detailed quality assurance reviews of work papers and report drafts to ensure completeness, accuracy, objectivity of audit reports and consistency with government auditing standards.

Interviews department staff in data gathering and analysis. Advises department administrators of audit findings which will impact agency activities.

Interprets laws, rules, and regulations which will impact the audit program at LHC and ensure agency compliance with all mandated changes.

Provides tracking system to follow up on all findings of internal and external audits.

Reviews and analyzes accounting records and program data to determine whether Corporation program objectives are being achieved. Evaluates program results.

5% Works with audit staff in the annual tracking of audits received by LHC from sub-recipients.

5% Works with staff, auditees, other employees, public and private officials, outside agencies and the general public in gathering data and explaining findings and recommendations.

10% Completes assignments as requested by management in addition to those projects identified in our annual audit plan.

