

## Job Description

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| Job Title  | Financial Audit Division Director (OSA #1157) |
| Job ID   | 156891  |
| Posting End Date   | 09/06/2025                                    |
| Location   | Santa Fe                                      |
| Full/Part Time   | Full-Time                                     |
| Regular/Temporary  | Regular - PERM for State                      |
| Agency   | State Auditor                                 |
| Job Posting Type   | Continuous Job Opening                        |
| For more Job Requirements & Classification Description: <a href="#">Click Here</a> |   |

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## Salary

\$51.72 - \$82.76 Hourly

\$107,584 - \$172,135 Annually

This position is a Pay Band C13

## Posting Details

The New Mexico Office of the State Auditor (OSA) has two statutory purposes: (1) to ensure that the financial affairs of every agency shall be thoroughly examined and audited each year by the state auditor, personnel of the state auditor's office designated by the state auditor or independent auditors approved by the state auditor and (2) cause the financial affairs and transactions of an agency to be audited in whole or in part. Section 12-6-3, NMSA 1978.

The Financial Audit Division is responsible for overseeing financial reporting requirements of over 1,000 governmental entities. Division staff directly perform audits each year and ensure that the work conducted by Independent Public Accountants is completed in accordance with the Audit Rule and professional standards through a report review process and annual workpaper reviews.

This posting will be used for ongoing recruitment and may close at any time. Applicant lists may be screened more than once.

## Why does the job exist?

The Financial Audit Division Director position is directly responsible for managing the performance of complex financial statement audits of government agencies, special audits, agreed upon procedures and other attestation engagements. The candidate in this position must be able to apply the appropriate American Institute of Certified Public Accountants (AICPA) Statements on Auditing Standards, U.S. Government Accountability Office (GAO) generally accepted Government Auditing Standards (YellowBook Standards) and U.S. Office of Management and Budget (OMB) Uniform Guidance (Single Audit) standards. The position will be responsible for managing the review of all audit reports submitted by Independent Public Accountants (IPAs) to the Office of the State Auditor for approval and public release, managing the workpaper reviews of IPAs. This position will also be responsible for oversight and management of all team members within the Financial Audit Division.

## How does it get done?

The Financial Audit Division Director oversees the largest division at the Office of the State Auditor. This division consists of multiple levels of staff and layers of oversight as well as deadline driven work tasks that vary in complexity. Many of the critical assigned duties/tasks are as follows:

- Oversight and review of financial audits in a timely and efficient manner with a high level of workpaper quality to ensure sufficient appropriate audit evidence for the audit report and opinion issued in compliance with applicable accounting and auditing standards, NM State Audit Rule (Audit Rule) and NASACT peer review requirements. Oversight and review of agreed up procedure engagements issued in compliance with attestation standards and Audit Rule. Financial Audit Division team is responsible for a large portion of audit revenue for the OSA's operations (used each year in budgeted expenses).
- Perform oversight of approximately 600 report reviews annually. This involves oversight of numerous rules and regulations and oversight of OSA's audit team of 13 employees.

- Ensure workpapers of IPAs are reviewed annually, utilizing complex and professional knowledge of various types of audits and related requirements geared toward ensuring the IPAs are competent, complying with professional standards and complying with the Audit Rule. The workpaper review process must be completed in timely and equitable manner and letters to IPAs must be consistent and provide accurate and valuable comments reflecting a high level of professionalism.
- Develop new ways to improve quality and increase efficiency in the financial audit division in the areas of performing audits, workpaper reviews or report reviews while maintaining staff motivation and facilitate high morale.
- Oversee the local public body assistance funding annually, including review of all applicants in relation to key criteria and oversee award.
- Prepare and present on audit topics for and on behalf of the office, as well as when requested by other governmental entities.
- Other high level professional oversight with internal and external professional individuals.

### **Who are the customers?**

Governmental agencies in New Mexico, Independent Public Accountants and OSA Executive Leadership and team members.

### **Ideal Candidate**

- Experienced in governmental auditing and accounting
- High-level interpersonal skills and oral and written communication skills
- High-level analytical and problem-solving skills
- Strong leadership skills

### **Minimum Qualification**

Bachelor's Degree in Accounting, Finance, Auditing, or Business Administration and eight (8) years of directly related work experience in accounting, auditing, finance, and/or budgeting. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling twelve (12) years may substitute for the required education and experience.

### **Employment Requirements**

Must possess and maintain an active NM license as a Certified Public Accountant (CPA) or able to apply for a reciprocal NM CPA license if the license is from another state or territory (other than Puerto Rico or the Virgin Islands).

Must possess and maintain a valid Driver's License.

Must possess and maintain a current Defensive Driving Course Certificate within six (6) months of date of hire as a condition of continued employment.

A pre-employment background investigation is required and conditional pending results.

### **Working Conditions**

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Some sitting, standing, bending and reaching may be required.

Employees are periodically required to work at auditee's location for extended periods of time. Working extended hours to include evenings and weekends may be required.

### **Supplemental Information**

Do you know what Total Compensation is? [Click here](#)

Agency Contact Information: Heather Vigil-Clark (505) 365-3300 or [heather.vigilclark@spo.nm.gov](mailto:heather.vigilclark@spo.nm.gov). [Email](#)

For information on Statutory Requirements for this position, click the Classification Description link on the job advertisement.

### **Bargaining Unit Position**

This position is not covered by a collective bargaining agreement.