

# Program Analyst

## **Description:**

The Program Analyst will be responsible for conducting research and analyzing data that will be used for performance audits of state agencies, local governments, and local school districts in accordance with Government Auditing Standards.

## **Responsibilities:**

- Assist with audit planning and risk assessments.
- Develop work plans detailing data and analysis necessary to evaluate activities of agencies.
- Assist with conducting data quality assurance procedures.
- Review audits performed by internal/external auditors.
- Collect and document data related to entities' performance through reviews of files, records, and documents, interviews, surveys, and statistical analysis.
- Compile and analyze data collected and evaluate program efficiency, economy, and effectiveness.
- Conduct audit procedures and prepare audit documentation.
- Identify control weaknesses and develop recommendations to address those weaknesses.
- Write reports presenting the conclusions of the evaluations.

## **Requirements:**

- Graduation from an accredited college or university with a master's degree in a social science, government, public administration, business or business administration, economics or other related area
- Knowledge of spreadsheet, word processing, database, and statistical software
- Ability to work both in a team setting and independently
- Excellent analytical and communication skills (written/verbal)

Interested candidates should submit a letter of application, resume, and the names of at least three (3) references to:

Mr. William Challice  
Director, Audit Division  
Office of the State Comptroller  
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