

Title: <b>Senior Internal Auditor</b>	Effective Date: March 30, 2015	Grade: XIV	Job Category: Professional
Prior Title: <b>Senior Internal Auditor</b>	Prior Effective Date: August 8, 2011	Grade: XIV	Page: 1 of 1

*CHARACTERISTICS OF WORK*

Under the general guidance of the Chief Auditor, this position is responsible for conducting reviews of organizational and functional activities within the Department as a basis for evaluating the adequacy and effectiveness of the management controls over those activities, and for determining whether organizational units are performing their planning, accounting, custodial, or control activities in compliance with management instructions, applicable statements of policy and procedures, state and federal regulations, and in a manner consistent with high standards of administrative practice.

*EXAMPLES OF WORK*

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Plan and execute audits in accordance with accepted standards.
- Report audit findings and make recommendations for correcting unsatisfactory conditions, improving operations, and reducing costs.
- Perform special reviews at the request of management.
- Train, supervise, and direct the activities of internal auditors.
- Perform audits external to the Department's operations as assigned.

*MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor's degree from an accredited college or university in accounting or in a related field with CPA certification. Minimum of two years auditing experience and demonstrated ability to lead team audits. Working knowledge of Government Auditing Standards, Microsoft Word, Excel, and Access. Ability to interpret and apply the policies and procedures contained in the Department's Personnel Manual.\* Statewide travel. Valid driver's license.

\*This manual may be reviewed on the AHTD website ([www.arkansashighways.com](http://www.arkansashighways.com)) or by contacting the Human Resources Division.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

