

Title: Staff Auditor	Effective Date: June 24, 2017	Grade: XIV	Job Category: Professional
Prior Title: Internal Auditor, Auditor, Utility Auditor, Sr. Internal Auditor, Sr. External Auditor, Sr. Systems Auditor	Prior Effective Date: June 25, 2016	Grade: XII, XIV	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for conducting or assisting in audits/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 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 audit/review assignments, in accordance with accepted professional standards.
- Report audit/review findings of each examination in a clear, concise and accurate manner, and make recommendations for the correction of unsatisfactory conditions, improvements in operations, and reductions in cost based on those findings.
- Prepare clear, concise and accurate audit/review reports of each examination.
- Perform or assist in the performance of special reviews at the request of management.
- Prepare audit/review programs to test costs and supporting documents for compliance with state and federal policies, regulations and guidelines.
- Lead, guide and direct the work of others on projects as necessary.
- Perform or assist in the performance of audits/reviews, whether internal or 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 the educational equivalent to a bachelor's degree from an accredited college or university in a related field with CPA certification. Statewide travel, including overnight travel as necessary. Valid driver's license. Working knowledge of Microsoft Word, Excel, and Access. Knowledge of Government Auditing Standards. Strong organizational skills. Effective written and verbal communication skills. Ability to interpret and apply state and federal laws, rules, and regulations. Ability to interpret and apply Department policies and procedures. Certification as a Public Accountant (CPA) or Internal Auditor (CIA) preferred.

("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.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.