

Title: <b>Contract Auditor</b>	Effective Date: June 24, 2017	Grade: XVI	Job Category: Professional
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*CHARACTERISTICS OF WORK*

This position is accountable for the auditing and review of selected costs of architectural and engineering consulting firms and for accounting system reviews as necessary to determine compliance with FAR 31 cost principles.

*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.
- Maintain records and prepare correspondence related to consultant indirect cost rate history with Department.

*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. Exceptional organizational, written, and verbal communication skills. Ability to interpret and apply state and federal laws, rules, regulations, policies and procedures pertaining to consultants. Ability to interpret and apply Department policies and procedures. Certification as a Public Accountant (CPA) preferred. Knowledge of indirect cost rates and FAR 31 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.**