

Title: Reviewing Auditor	Effective Date: June 24, 2017	Grade: XVI	Job Category: Professional
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CHARACTERISTICS OF WORK

This position is accountable 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; for conducting or assisting in the independent examination of a program, function, or operation of the management systems of the Department to assess the achievement of economy, efficiency and effectiveness in the employment of available resources; and for assisting in the review of auditor's draft reports and workpapers to ensure audits/reviews are conducted properly and findings are substantiated.

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.
- Assist Section Head with final review of audit/review reports and workpapers to ensure procedures are adequately documented and findings are adequately supported.

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. Three years of auditing experience. 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. Effective leadership skills. Well-developed sense of urgency and follow through. Ability to multi-task effectively. Certification as a Public Accountant (CPA) and/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.

