

Class Concept

Positions at this level are entry-level professional auditors who are primarily responsible for performing various routine audits, reviews, or investigations, or assisting in the completion of more complex audits, reviews, or investigations as a member of an audit team. Positions will conduct background research to support the development of the audit scopes, objectives, plans and programs, and evaluate accounting, administrative, and internal controls for compliance with state and federal legal requirements. These positions examine and analyze risks, internal controls, source records and reports, programmatic data, financial statements and/or systems for accuracy, completeness, and conformance to guidelines and regulations. Positions also participate in the drafting, preparation and/or presentation of audit and other reports. Audits are conducted in accordance with Generally Accepted Government Auditing Standards as prescribed by the United States Government Accountability Office, and other applicable laws, regulations, and professional standards. Work may include assisting other audit sections with data retrieval and analysis and may include activities related to communication and instruction. Positions at this level will generally be assigned the most routine segments of audits and will be able to complete under supervision, direction, coaching, and training of an Audit Supervisor or Auditor In Charge. The expectation is that the employee will ask as many questions as needed to keep the work progressing and meet the objectives.

Recruitment Standard

Knowledge, Skills, and Abilities:

- Knowledge of laws, regulations, and procedures, generally accepted accounting principles, technical and professional standards.
- Ability to follow work plan, apply sampling techniques, recommend and/or perform test procedures, audit various financial systems, and/or program information.
- Ability to confirm accuracy, integrity, and conformance to rules, regulations, standards and to recognize deficiencies in controls or other weaknesses.
- Ability to recognize routine problems and identify reportable issues.
- Ability to communicate in writing and verbally in a clear, concise, and organized manner.
- Ability to gain the confidence, work effectively, and promote strong working relationships with audit team.
- Ability to treats team members with respect in a cooperative manner, and does not introduce negativity into the work environment.
- Ability to follow audit/investigative/review procedures as planned and review work for completeness and accuracy.

Minimum Education and Experience Financial, Financial-Related, and Investigative

Bachelor's degree with 24 semester hours in accounting from an appropriately accredited institution; or an equivalent combination of education and experience.

Information Systems

Bachelor's degree with 24 semester hours in accounting and 12 semester hours in information technology or computer & information security from an appropriately accredited institution; or

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Performance

Bachelor's degree with 12 semester hours in accounting from an appropriately accredited institution; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA