

Arkansas Department of Career Education

Senior Auditor Job Vacancy Announcement

Recruitment Period: Friday, July 25, 2014, through Thursday, August 7, 2014

Senior Auditor: Position Number: 22080350 Class Code: A060C

Senior Auditor Grade C119

Entry Level Salary: \$35,554

The Arkansas Department of Career Education (ACE) is recruiting for a Senior Auditor position. This position is assigned to the Division of Finance, Audit Section, Three Capitol Mall, Little Rock, Arkansas 72201

Please read the attached Senior Auditor functional job description for qualification requirements and job duties and responsibilities.

Employment Application Procedure

Apply through the Arkansas State Jobs website at www.arstatejobs.com. Resumes may be uploaded with the employment application. Each applicant must respond to the posted applicant questions. All questions are relevant to the position. The hearing impaired may telephone the ADA Relay System at 1-800-285-1121.

Applications will be subject to inspection under the Arkansas Freedom of Information Act. **Applications and resumes must be posted through the Arkansas State Jobs website by 11:59 p.m., Thursday, August 7, 2014.**

The Arkansas Department of Career Education is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request a reasonable accommodation to participate in the application process.

Arkansas Department of Career Education

Functional Job Description: Senior Auditor – Division of Finance, Audit Section

Classification Title: Senior Auditor Class Code: A060C Grade: C119

Position Summary

The Senior Auditor is responsible for examining and analyzing accounting records, conducting compliance and/or financial audits, assisting in training other auditors, and implementing quality assurance programs to verify the accuracy and overall efficiency of internal fiscal and administrative controls. This position is governed by state and federal laws, Generally Accepted Accounting Principles (GAAP), and agency/institution policy.

The Senior Auditor is responsible for monitoring and assuring that recipients of the Adult Education, Career and Technical Centers, and Perkins grants administered by the Dept of Career Education are in compliance with the terms of the grant and that expenses and inventory are properly documented and allowable under state and federal regulations.

The Senior Auditor will provide technical assistance and/or interpretation of grant requirements to grant recipient's and support units within and outside the Department.

Education and Professional Work Experience

The formal education equivalent of a bachelor's degree in accounting, finance, or business administration; plus three years of experience in accounting, auditing, finance, or grant administration, including one year in an organizational auditing capacity. Advanced degrees in accounting, finance, and/or accounting certifications or additional years of experience may be substituted for all or part of these basic requirements.

The Senior Auditor must demonstrate initiative as a self-starter, be analytically astute, exercise good judgment, and be highly motivated to excel with minimum supervision. Management and organizational skills are desired with attention to detail.

The Senior Auditor must have knowledge of basic accounting principles and demonstrate the practical application of this knowledge. The Senior Auditor must be proficient in the use of Microsoft Word, Excel, and Power Point. Excellent verbal and written communication skills are necessary. The Senior Auditor must be able to clearly and concisely document audit finding in written compliance reviews and necessary reports to clients and ADCE staff.

Skills Required:

Proficiency in Microsoft Word, Excel and PowerPoint. Knowledge of and effective application of Generally Accepted Accounting Principles (GAAP) in auditing financial records. Grant management experience is desirable

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Job Duties and Responsibilities

Under the direction of the Audit Coordinator, the senior auditor is responsible for the timely execution of compliance audits and internal audits in accordance with the annual audit plan, as well as assisting with other audit matters. Plan audit reviews. Determine the scope of the review with the audit coordinator.

The Senior Auditor is responsible for the completion of 3 on-site audits per month. Frequent travel within the state with extended overnight stays up to four days during the week is required. Travel may be required up to three weeks each month.

The Senior Auditor will review the grant- required reimbursement reports submitted by the grant recipient and reconcile these reports to the client's general ledger and inventory reports.

Conduct compliance reviews on Local Education Agencies, and other grant recipients that receive state and/or federal grants from the Arkansas Department of Career Education. Conduct internal audits on other sections within the department.

Conduct risk assessments on assigned department sections and grant recipients in established/required timeline. Conduct auditing testing of specified areas and identify reportable issues and dimension of risks.

Collect and analyze data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies. Examine records and interview staff to obtain thorough understanding of transactions and organizational flow.

Review and analyze documentation regarding equipment purchases. Visually inspect and verify the control and maintenance on all program equipment. Identify missing equipment, and prepare a detailed report on the findings.

Conduct "Exit Interviews" (summarization of preliminary audit findings and recommendations presented to clients/grant recipients on completion of onsite assignment).

Prepare comprehensive written reports of audit findings for presentation to grant recipient entities and Department records. The reports may include recommendations to the client for additional documentation as well as providing tools for more efficient and accurate record-keeping and inventory tracking.

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Verbally communicate to the Audit Coordinator all audit findings and draft a comprehensive and complete written audit report.

The Senior Auditor may be required to develop and present instructional workshops to grant recipients as needed. These workshops will provide information to assist in grant management and assure compliance by the recipients.

The Senior Auditor may be required to present formal presentations to clients and ADCE staff on general and specific grant requirements and audit processes and procedures.

The Senior Auditor will assist in the development and customization of task specific Excel modules for recording grant-funded purchases and expenses for tracking, reconciliation and review necessary for the auditing of client records. Others duties will be performed as necessary.