

# Arkansas Department of Career Education

## Senior Auditor Job Vacancy Announcement

Recruitment Period: Monday, January 9, 2017, through Friday, January 27, 2017

Classification Title: Senior Auditor Position Number: 22080261 Class Code: A060C

Entry Level Grade C119 Salary: \$35,554  
(twelve (12) month annual salary)

The Arkansas Department of Career Education is recruiting for a Senior Auditor position that will be assigned to the Audit Section in the Department of Finance. The work location for this position is Three Capitol Mall, Little Rock, Arkansas 72201-1083.

Please thoroughly read the Senior Auditor functional job description for education and experience requirements, job responsibilities and expected results, competencies, and skill sets.

### Employment Application Procedure

Apply through the Arkansas State Jobs website, [www.arstatejobs.com](http://www.arstatejobs.com). Upload your resume with your employment application. Each applicant is expected to respond to the position-relevant questions that are posted for the Senior Auditor position. The applicant questions are located near the end of the electronic application. The hearing impaired may telephone the Arkansas Relay Service, at 1-800-285-1131 for assistance.

Applications will be subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 11:59 p.m., Friday, January 27, 2017.

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 reasonable accommodations that are needed to participate in our application process.

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## Senior Auditor Functional Job Description

Position Number: 22080261

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 Department 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. 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.

### **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 discretion and good judgment, and be highly motivated to excel with minimum supervision. Critical thinking, management, and organizational skills are required, with attention to detail. This professional must have knowledge of basic accounting principles and demonstrate the practical application of this knowledge. Good mathematical aptitude is required.

Critical thinking skills and a high level of integrity are essential to be successful as the Senior Auditor. The candidate must effectively communicate orally and in writing. Knowledge of and the effective application of grammar, punctuation, and syntax rules is required. Public presentation experience is needed.

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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.

### **Job Responsibilities and Expected Results**

Timely execution of compliance audits and internal audits in accordance with the annual audit plan, as well as assist with other audit matters.

Plan audit reviews. Determine the scope of the review with the Audit Coordinator.

Responsible for the completion of three (3) on-site audits per month.

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).

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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.

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

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.

Present formal presentations to clients and ADCE staff on general and specific grant requirements and audit processes and procedures.

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.

Provide technical assistance to ACE grantees, sub recipients, and ACE staff.

Assist in special projects as required or assigned. Perform other duties as necessary.

### Skills Required:

Knowledge of the principles of regulatory accounting procedures.

Knowledge of the principles of auditing procedures.

Knowledge of manual and automated accounting systems and procedures.

Knowledge of Generally Accepted Accounting Practices and Principles.

Ability to interpret and apply rules, laws, and policies to specific situations. Ability to interpret and analyze automated accounting transactions.

Ability to use computer software programs to produce reports and correspondence.

Proficiency in Microsoft Word, Excel and PowerPoint.

Effective verbal and written communication skills.

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### Preferred Skills:

Knowledge of grant implementation, monitoring, and fiscal control practices.

Knowledge of Education Department General Administrative Regulations (EDGAR) rules and requirements.