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|---|--|--------------------|-------------------------------|
| Title:<br><b>Staff Auditor</b>  | Effective Date:<br>August 17, 2021     | Grade:<br>XIV      | Job Category:<br>Professional |
| Prior Title:<br>Internal Auditor, Auditor, Utility Auditor, Sr. Internal Auditor, Sr. External Auditor, Sr. Systems Auditor | Prior Effective Date:<br>June 24, 2017 | Grade:<br>XII, XIV | Page:<br>1 of 2               |

### ***CHARACTERISTICS OF WORK***

This position is responsible for conducting or assisting in audits/reviews of organizational and functional activities within the Department to provide all levels of Department management with an independent assessment of whether controls are in place to mitigate risks and ensure compliance with laws, rules and regulations; evaluate the efficiency and effectiveness of internal controls; and provide recommendations for improvement.

### ***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 Department of Transportation is an "at will" employer.

- Plan and execute audit/review assignments, in accordance with accepted professional standards.
- Perform engagement-level risk assessments.
- Determine audit objectives based on results of risk assessment and develop audit procedures sufficient to achieve those objectives.
- Evaluate efficiency and effectiveness of controls designed to mitigate risks.
- Report results of audits 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 using root cause analysis.
- Perform or assist in the performance of special reviews at the request of management.
- Prepare audit procedures to test transactions 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.

### ***MINIMUM REQUIREMENTS***

#### Education and experience:

The educational equivalent to a bachelor's degree from an accredited college or university in accounting OR a bachelor's degree from an accredited college or university in finance, business, management or related field and eligible to sit for the CPA exam in Arkansas.

#### Knowledge, skills and abilities:

Working knowledge of Microsoft Word, Excel, and Access. Knowledge of Government Auditing Standards and International Standards for the Professional Practice of Internal Auditing. Strong research, organizational and critical thinking 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. Attention to detail.

#### Working conditions:

Statewide travel, including overnight travel as necessary. Work outdoors as necessary.

#### Licenses, registrations and certifications:

Valid driver's license. Certification as a Public Accountant (CPA) or Internal Auditor (CIA) preferred.

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*(“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.**