

Title:	Effective Date:	Grade:	Job Category:
<b>Chief Auditor</b>	June 17, 2023	N/A	Official
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***CHARACTERISTICS OF WORK***

Under the Director's supervision, this position is accountable for the planning, supervision and control of the Internal Audit Section, to provide tests and assurances of the adequacy of fiscal policies and procedures of all phases of Departmental operations and to provide the necessary audit coverage of taxpayers' accounts as authorized by legislation.

***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.

- Provide supervision and assistance to personnel to facilitate competent auditing of Department operations and taxpayer accounts.
- Provide problem solving assistance and direction to auditors regarding regulations and policy interpretation.
- Plan and conduct investigations into fraud, waste, or abuse of resources.
- Prepare the annual audit plan and assign areas of responsibilities to auditors to ensure complete audit coverage.
- Review auditors' draft reports and working papers to ensure audits are conducted properly and that findings are substantiated.
- Plan, develop and implement an auditor development program to ensure personnel competence in implementing the auditing program.
- Provide guidance on interpretation and application of policies, procedures, and standards defined in the AASHTO Uniform Audit and Accounting Guide.

***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a bachelor's degree from an accredited college or university in accounting or related field. Active Certified Public Accountant (CPA) license. Auditing and supervisory experience preferred.

Knowledge, skills and abilities: Effective communication skills. Ability to interpret and apply Departmental policies and procedures. Ability to interpret and apply Federal Acquisition Regulations (FAR) cost principles and procedures. Familiarity with Government Auditing Standards. Ability to interpret and apply state and federal motor fuel tax laws, rules, and regulations.

Working conditions: Office environment.

*("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 the position.**