

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to create and deliver high-impact solutions that lead to prosperous lives and communities for all Oklahomans.

Qualified applicants must submit a resume, cover letter and a list of reference sources to Human Resources. Send via email to recruiter@okcommerce.gov

Review of applications will begin immediately. **Deadline is Friday, June 3, 2016.**

POSITION:	Auditor I
DIVISION:	Financial Services
SUPERVISOR:	Wendi Whittier
OFFICE LOCATION:	Oklahoma City
SALARY:	\$40,000 - \$45,000
JOB NUMBER:	J-655

JOB DESCRIPTION & FUNCTIONS:

The Auditor I position is responsible for the review and management of all contract sub-recipient audits. This includes identifying impacted contractors and obtaining financial and compliance audits for review. The position addresses tight deadlines and a multitude of audit reporting activities, including tracking and the resolution of issues in a timely manner. This position will also respond to inquiries from agency contract sub-recipients and programmatic staff regarding financial audits. The Auditor I will report to the Agency Audit Manager and have daily contact with the Chief Financial Officer, which requires strong written and verbal interpersonal communication skills. The successful candidate should have strong analytical, technical, interpersonal, problem-solving and organizational skills. In addition, superior customer relations skills are required.

RESPONSIBILITIES:

- Under general supervision, performs technical and professional operational reviews and evaluations, auditing, and accounting work; advises individuals, businesses, agencies, management, or non-profits on questions of compliance with laws and regulations.
- Employees in this class perform basic professional auditing work in reviewing and examining financial or other related records to ensure compliance with laws, regulations, or other guidelines and reporting audit findings in accordance with established procedures. Work assignments and objectives are prescribed but require different methods of solution, which are not typically reviewed nor controlled while the work is in progress. Employees are expected to take the initiative in solving most detailed problems.
- Determines the most effective avenues for investigations, reviews, and audits of organizations, businesses, agencies, management, or non-profits. Conducts review of assigned organizational and functional activities in accordance with established audit program guidelines; reviews transactions, documents, records, ledgers, and reports for accuracy and effectiveness.

- Conducts audits on financial and other related records. Serves as liaison between a state agency and individuals, businesses, agencies, management, or non-profits having problems relating to compliance with the law, and explains the application and requirements of the law, regulations and amendments.
- Reports audit findings on the results of the review, evaluation or audit, prepares working papers and/or field notes which record and summarize data on the assigned review, evaluation or audit.
- Composes correspondence relating to fieldwork and prepares necessary reports and records.
- Conducts research of laws, guidelines and other reference materials in order to solve complex problems.
- Creates and modifies reports using internal grant tracking systems
- Performs other auditing work as required and assigned by the Audit Manager

KNOWLEDGE AND SKILLS:

The successful candidate must be self-directed. The candidate must also possess strong analytical, technical, interpersonal and organizational skills. Excellent attention to detail and accuracy are required.

Must be an effective communicator, with strong verbal and written communication skills, and possess the ability to think and work independently, and as part of a team. The ability to multi-task, work under pressure and meet deadlines is required.

Must have high initiative and the ability to express ideas clearly and concisely. Must possess problem-solving skills and the capability to handle multiple requests simultaneously.

The position requires knowledge of accepted accounting and auditing practices and principles. A demonstrated skill in coordinating the work of separate units and divisions is desirable. A working knowledge of governmental accounting and grant accounting is also desirable.

EDUCATION AND EXPERIENCE:

A bachelor's degree in accounting, finance or business is preferred, or a minimum of 5 years' experience in the field of auditing will be required. New college graduates, with a desire to learn, will also be considered.

A proficiency in Excel and the capacity to develop detailed charts and reports is required. Knowledge of PeopleSoft is desirable.

AA/EOE