

Title: <b>Assistant Chief Auditor</b>	Effective Date: May 20, 2011	Grade: XVII	Job Category: Professional
Prior Title: Assistant Chief Auditor	Prior Effective Date: October 18, 2010	Grade: XVII	Page: 1 of 1

*CHARACTERISTICS OF WORK*

Under the direct supervision of the Chief Auditor, this position is responsible for assistance in the planning, supervision and control of the Internal Audit Section, and functions as Section Head in the Chief Auditor's absence.

*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 State Highway and Transportation Department is an "at will" employer.

- Perform the functions of a senior internal/external auditor as described herein.
- Assist the Chief Auditor in the performance of responsibilities as required.
- Review auditors' draft reports and working papers to ensure audits are conducted properly and that findings are substantiated.

*MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor's degree from an accredited college or university in accounting or in business with a minor in accounting and 10 years of related experience. Certification as Public Accountant or Internal Auditor desired, but not essential. Ability to interpret and apply Department policies and procedures. Statewide travel.

*("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.)*

