

Title: Auditor	Effective Date: October 18, 2010	Grade: XII	Job Category: Professional
Prior Title: Internal Auditor	Prior Effective Date: October 11, 2010	Grade: XII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of Senior Internal Auditor or Senior External Auditor, this position is responsible for conducting or assisting in conducting reviews of organizational and functional activities within the Department as a basis for evaluating the adequacy and effectiveness of the management controls over those activities, and determining whether organizational units are performing their planning, accounting, custodial, or control activities in compliance with management instructions, applicable statements of policy and procedures, state and federal regulations, and in a manner consistent with high standards of administrative practice; or assisting in the accomplishment of detailed review of taxpayer records that support payment of Highway Use Equalization and motor fuel taxes.

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.

- Plan and execute audit assignments, in accordance with accepted professional standards.
- Report audit findings and make recommendations for the correction of unsatisfactory conditions, improvements in operations, and reductions in cost.
- Perform or assist in the performance of special reviews at the request of management.
- Direct, when applicable, the activities of assistants.
- Perform or assist in the performance of audits external to the Department's operations as assigned.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in accounting or with an accounting equivalency. Statewide travel. Working knowledge of Microsoft Word, Excel, and Access. Knowledge of Government Auditing Standards. Information systems audit knowledge or experience preferred.

("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.)