

Title: Chief Auditor	Effective Date: May 20, 2011	Grade: XX	Job Category: Official
Prior Title: Chief Auditor	Prior Effective Date: October 18, 2010	Grade: XX	Page: 1 of 1

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

- Provide supervision and assistance to subordinates to facilitate competent auditing of Department operations and taxpayer accounts.
- Provide problem solving assistance, regulation and policy interpretation to provide auditors with assistance and direction.
- 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 provide competent personnel to implement the auditing program.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in accounting, Public Accountant certification, and a minimum of 10 years auditing experience. Ability to interpret and apply Departmental policies and procedures.

("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.)