

Title: <b>Senior External Auditor</b>	Effective Date: October 18, 2010	Grade: XIV	Job Category: Professional
Prior Title: Senior External Auditor	Prior Effective Date: August 24, 2007	Grade: XIV	Page: 1 of 1

**CHARACTERISTICS OF WORK**

Under the general guidance of the Chief Auditor, this position is responsible for conducting reviews of licensed motor fuel distributors, special motor fuel suppliers and entities licensed with the International Fuel Tax Agreement to determine the accuracy of submitted reports and their compliance with Arkansas laws and regulations in these areas.

**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 audits in tax related areas in accordance with accepted standards.
- Report audit findings, make recommendations for correcting unsatisfactory conditions, and make the necessary recommendations for tax assessments based on those findings.
- Perform special reviews, as necessary, at the request of management.
- Train, supervise, and direct the activities of junior auditors assigned.

**MINIMUM REQUIREMENTS**

The educational equivalent to a bachelor's degree from an accredited college or university in accounting or related field and two years experience in auditing. General knowledge of the Arkansas motor fuel/special motor fuel tax laws; IFTA governing documents; international registration plan; the Arkansas tax simplification law and the various rules and regulations applicable to those laws. Working knowledge of Microsoft Word, Excel, and Access. 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.)*