

Title: Utility Auditor	Effective Date: October 18, 2010	Grade: XIV	Job Category: Professional
Prior Title: Utility Auditor	Prior Effective Date: June 8, 2010	Grade: XIV	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for the auditing of relocation costs of utility/railroad companies, engineering firms, archeological firms, and various other entities receiving funds from the Department.

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 detailed cost audits on billings submitted by utility, railroads and other entities for relocation and consultant work on Department projects.
- Write accounting system surveys for auditees.
- Evaluate, assist, counsel and design financial procedures and cost records for any agency or company with an inadequate accounting system.
- Prepare clear, concise and accurate audit reports of each examination.
- Prepare audit programs to assure all costs and supporting documents are in compliance with state and federal policies, regulations and guidelines.
- Review and evaluate CPA reports from third party contractors.
- Train and review the work of junior auditors.
- Perform audits internal 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, plus two years experience in auditing or accounting. Knowledge of utility, railroad, and governmental auditing procedures and guidelines. Working knowledge in the use of a personal computer and the use of Microsoft Word and Excel. In-state and out-of-state travel. Ability to communicate and work with external agencies in a professional manner. Working knowledge of federal regulations and guidelines for the development and approval of Indirect Cost Rates. Public accountant certification 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.)