

Title: <b>Staff Auditor</b>	Effective Date: July 9, 2025	Grade: XIV	Job Category: Professional
Prior Title: Staff Auditor	Prior Effective Date: July 24, 2023	Grade: XIV	Page: 1 of 2

***CHARACTERISTICS OF WORK***

This position is responsible for conducting or assisting in audits/reviews of organizational and functional activities within the Department to provide all levels of Department management with an independent assessment of whether controls are in place to mitigate risks and ensure compliance with laws, rules and regulations; evaluate the efficiency and effectiveness of internal controls; and provide recommendations for improvement.

***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 Department of Transportation is an "at will" employer.

- Plan and execute audit/review assignments, in accordance with accepted professional standards.
- Perform engagement-level risk assessments.
- Determine audit objectives based on results of risk assessment and develop audit procedures sufficient to achieve those objectives.
- Evaluate efficiency and effectiveness of controls designed to mitigate risks.
- Report results of audits in a clear, concise and accurate manner, and make recommendations for the correction of unsatisfactory conditions, improvements in operations, and reductions in cost based on those findings using root cause analysis.
- Perform or assist in the performance of special reviews at the request of management.
- Prepare audit procedures to test transactions and supporting documents for compliance with state and federal policies, regulations and guidelines.
- Perform or assist in the performance of audits/reviews, whether internal or external to the Department’s operations, as assigned.

***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a bachelor’s degree from an accredited college or university in accounting, finance, IT, or other business related degree. Auditing experience.

Knowledge, skills and abilities: Working knowledge of Microsoft Word, Excel, and Access. Knowledge of Government Auditing Standards and the Global Internal Audit Standards. Strong research, organizational and critical thinking skills. Effective written and verbal communication skills. Ability to interpret and apply state and federal laws, rules, and regulations. Ability to interpret and apply Department policies and procedures. Attention to detail. Ability to multi-task effectively. Working knowledge of the IIA International Professional Practices Framework, COSO Internal Control Framework, audit risk assessment techniques, and fraud detection. Ability to prioritize the workload to complete audit projects efficiently. Ability to develop strong interpersonal relationships.

Working conditions: Statewide travel, including overnight travel as necessary. Work outdoors as necessary.

Licenses, registrations and certifications: Valid driver’s license. Certified Public Accountant (CPA), Certified Information Systems Auditor (CISA), Certification in Risk Management Assurance (CRMA), Certified Fraud Examiner (CFE) or Certified Internal Auditor (CIA) preferred.

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*("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.)*

**A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.**