

JOB POSTING

Houston-Galveston Area Council seeks the following for an immediate opening:

<u>Position:</u>	Auditor II	<u>Position #:</u>	IA11002
<u>Department:</u>	Internal Audit	<u>Reports to:</u>	Internal Audit Manager

Summary of Position: Performs highly complex auditing work. Work involves examining, investigating, and reviewing records, reports, financial statements, and management practices to ensure legal compliance with state statutes and internal regulations; and conducting audits for program economy, efficiency, and effectiveness. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

Examples of Work:

1. Performs audits that are primarily complex in nature and/or large in scale to determine compliance with laws, rules, and regulations.
2. Develops audit scope, objectives and project procedures and deliverables.
3. Develops statistical sampling plans.
4. Examines the management operations, internal control systems, and accounting records for adequacy, accuracy, and compliance with legal regulations.
5. Prepares audit reports including the preparation of outlines, specification of internal reviews, preparation of draft reports, review of the drafts with the clients, preparation of the final reports incorporating client comments as appropriate, and submission of the final reports for review and approval.
6. Recommends changes in business processes, accounting and/or management procedures.
7. Defines audit issues by researching specific topics through interviews, document reviews, prior audit findings, and other research techniques.
8. Conducts post-audit assessments.
9. Conducts special investigations into questionable accounting practices and records.

Minimum Requirements

1. Requires a bachelor's degree from an accredited college or university
2. At least three (3) years governmental auditing experience
3. A combination of experience and training which provides the required knowledge, skills, and abilities may be considered
4. Knowledge of accounting methods and systems; of generally accepted auditing standards and procedures; and of computer technology principles, terminology, programming, and automated systems.
5. Ability to compose clear and concise audit reports, to gather and analyze accurate and relevant audit information, to evaluate accounting and management operations systems for accuracy and legal conformance, to accurately complete and assemble audit working papers, to communicate effectively, and to supervise the work of others.
6. Certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Management Accountant (CMA), Certified Professional Environmental Auditor, or Certified Government Auditing Professional (CGAP) is preferred.
7. Job requires thorough attention to detail in completing work tasks
8. Must have a willingness to take on responsibilities and challenges

Salary Level: Level 7, Professional III \$49,400 – \$79,198

Application Process: Please apply online at www.h-gac.com/careers

Internal candidates should express interest by contacting the Human Resources Department.