
PROGRAM COMPLIANCE AUDITOR 3(Job Id 4195)

Post Date: 08/08/2013

Close Date: 08/20/2013

Category: ACCOUNTING/AUDITING

Grade: 20

Location: PHOENIX

Salary: 42,718.00-51,321.00

Description

ARIZONA DEPARTMENT OF TRANSPORTATION

The Arizona Department of Transportation (ADOT) is a multi-modal transportation agency that is responsible for planning, building, operating and maintaining a complex highway system in addition to providing motor vehicle services. ADOT also ensures the safe and efficient movement of people, goods and services throughout Arizona while promoting compliance with all applicable state and federal laws and regulations. ADOT moreover operates and maintains the Grand Canyon Airport and publishes the award-winning Arizona Highways magazine. ADOT values its employees, challenges them to continuously improve the way we do business, to meet and exceed the needs of our customers, and to carry out their duties in an ethical manner. To learn more about ADOT click [here](#).

PROGRAM COMPLIANCE AUDITOR 3

ASD/ Office of Audit and Analysis

Work Location: 1739 W. Jackson St., Mod C, Phoenix, AZ.

Position Description: Performing audits that adequately test, measure, and evaluate the policies, procedures and controls used in the protection of departmental assets and attainment of departmental goals and objectives. The purpose of the position includes planning the audit, performance and reporting of audit work in accordance with generally accepted Governmental Audit Standards (GAGAS) and departmental policies and procedures.

Knowledge, Skills and Abilities:

Knowledge of:

- *Accounting and auditing
- To make determinations of compliance with government auditing standards, applicable ADOT policies and procedures, and the office's audit manual.
- *Areas of knowledge include:
 - Internal controls
 - Cost analysis principles
 - GAAP, GAO Standards, EDP applicable rules and regulations.
- Testing techniques and knowledge and general business, law and management.
 - Methods, techniques and procedures of auditing/accounting.
 - Principles and practice of auditing/accounting.
- Federal and state laws, rules and regulations as they pertain to program operations and activities.

Skills in:

- *Interviewing, organizing, researching, and evaluation of controls.
- *Computer skills.
- *Preliminary survey work papers, including interview notes, flowcharts, and permanent audit file updates.
- *Analyzing and evaluation of data.
- *Note taking and listening.
- *Worksheet formulation.
- *Accounting, statistical sampling, testing and interpretation of data.
- *Comparative analysis, benchmarking.
- *Oral and written communication skills.
- *Developing audit working papers in accordance with Generally Accepted Government Auditing Standards (GAGAS).

Ability to:

- *Prepare and evaluate administrative records.
- *Operate calculators, copiers and personal computers.

Ideal Candidate: One year experience equivalent to a Program Compliance Auditor 2; OR completion of 12 semester hours of accounting and three years professional financial auditing, program compliance auditing or closely related experience. A Bachelor's degree with a major in accounting may substitute for one year of the latter experience.

Certification as a Certified Public Accountant, Certified Internal Auditor, Certified Auditing Professional, or similar certification is helpful and preferred, but is not a requirement.

Note: This position requires possession of a valid Arizona Class D Driver License. Candidates for this position must complete and sign the Driver Form on page 6 of the State of Arizona Application for Employment at the time of interview, which will allow ADOT to obtain the candidate's motor vehicle record (MVR). The most recent 39-month period shown on the MVR will be reviewed in accordance with A.A.C. R2-10-207.12 (H) and (I). The review must show an acceptable driving record prior to any offer of employment being made by ADOT. Employment is contingent upon an acceptable MVR.

All newly hired employees are subject to the E-Verify Employment Eligibility Verification

RETIREMENT: This position participates in the Arizona State Retirement System (ASRS)*.*ASRS enrollment eligibility will become effective after 27 weeks of employment, if not already an ASRS member at the time of hire.

BENEFITS: Comprehensive benefits package includes accrual of sick and vacation leave, and 10

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holidays per year; health* and dental insurance*; retirement plan; life insurance; and long-term disability insurance. Optional employee benefits include short-term disability*, deferred compensation, and supplemental life insurance*.

Note: Elective benefits for new employees may be subject to a 90-day waiting period.

Please visit http://www.azdot.gov/Inside_ADOT/HR/Employment.asp to learn more about benefits given to ADOT employees.

State Government is an AA/EOE/ADA reasonable accommodation employer.
To submit your resume for consideration, please hit the "APPLY" button below.

ADOT