



STATE OF SOUTH CAROLINA
**Department of Motor
 Vehicles**

P.O. Box 1498
 Blythewood, SC 29016

**INVITES APPLICATIONS FOR THE POSITION OF:
 Auditor II / Auditor II-87603**

An Equal Opportunity Employer

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OPENING DATE: 03/06/19

CLOSING DATE: Continuous

JOB TITLE: Auditor II / Auditor II-87603

CLASS CODE: AD08

POSITION NUMBER: 60032324

SLOT NUMBER:

STATE SALARY RANGE:

\$26,988.00 - \$49,932.00 Annually

AGENCY HIRING RANGE - MIN: 34,277.00

AGENCY HIRING RANGE - MAX: 40,551.00

LOCATION: Statewide, South Carolina

JOB TYPE: FTE - Full-Time

NORMAL WORK SCHEDULE: Monday - Friday (8:30 - 5:00)

RESIDENCY REQUIREMENT: Yes

RESIDENCY REQUIREMENT SPECIFICS (IF ANY): Applicant must be willing to travel and occasionally perform overnight in-state and out-of-state audits. Must reside or be willing to relocate to Florence County within the auditor's "trial/probationary hiring period" (6 months for internal hires, 12 months for external hires); Assigned geographical areas: Darlington, Dillon, Florence, Marion, Marlboro, Lee or Chesterfield.

AGENCY SPECIFIC APPLICATION PROCEDURES:

You must apply online at www.careers.sc.gov. This is a continuous posting. Applications will be until a final selection has been made. Please follow the status of your application on-line. You will be notified of scheduled interviews and also the final disposition of the job. If you have technical difficulties submitting your application online and need assistance, please contact 1-855-524-5627.

JOB RESPONSIBILITIES:

This position is located in the Motor Carrier Services-IRP Audit Division with statewide duties in the areas of Darlington, Dillon, Florence, Marion, Marlboro, Lee or Chesterfield. Must reside in Florence County or be willing to relocate to Florence County. Must be willing to travel and occasionally perform overnight in-state and out-of-state audits. Under limited supervision, conducts simple to moderately complex field audits of individuals, corporations and businesses licensed under the International Registration Plan (IRP) and the International Fuel Tax Agreement (IFTA). This employee is responsible for providing administrative and technical advice and assistance to South Carolina motor vehicle carriers.

Job Functions:

1. Conducts simple to moderately complex audits of individuals, corporations and businesses licensed in South Carolina to ensure compliance with the audit procedure guidelines of the International Registration Plan (IRP), the International Fuel Tax Agreement (IFTA), and SCDMV policy.
2. Prepares and submits comprehensive audit reports which fully disclose the basis for all proposed adjustments.
3. Assesses and counsels individuals, corporations and businesses participating in IRP and IFTA and those contemplating participation.
4. Complete account follow up as needed or as required.
5. Complete itinerary and daily activity reports as required by written instructions. Ensure these reports are submitted to the Department according to instructions.
6. Performs other duties as directed to include attending in-service training to improve understanding and maintain knowledge of IRP and IFTA.

Applicant must be willing to travel and occasionally perform overnight in-state and out-of-state audits. Must reside or be willing to relocate to Florence County within the auditor's "trial/probationary period" (6 months for internal hires, 12 months for external hires). Assigned geographical area: Darlington, Dillon, Florence, Marion, Marlboro, Lee or Chesterfield. This employee performs the duties outlined and other duties as deemed necessary. Thorough knowledge of PC software to include word processing, excel spreadsheets, etc.

MINIMUM AND ADDITIONAL REQUIREMENTS:

A high school diploma and 4 years experience in accounting, auditing, finance, insurance or tax preparation/analysis. A Bachelor's degree from an accredited college or university and experience in accounting, finance, public administration or administrative services.

This employee must have the ability to communicate effectively both written and orally with the public, co-workers and supervisor. Ability to perform sampling techniques; analyze, interpret complex accounting and data processing systems. Plans, organize, direct and schedules comprehensive audit projects. Must possess a valid South Carolina motor vehicle driver's license.

The field auditor is assigned a geographical area and the assigned work area is the employee's residence in assigned area. Employee may be assigned to other counties as necessary. This

position is subject to overnight statewide travel. Normal work hours are M-F 8:30 am to 5:00 pm, but may require working outside normal work hours and on weekends.

Applicant must be willing to travel and occasionally perform overnight in-state and out-of-state audits. Must reside or be willing to relocate to Florence County within the auditor's "trial/probationary hiring period" (6 months for internal hires, 12 months for external hires). Assigned geographical area: Darlington, Dillon, Florence, Marion, Marlboro, Lee or Chesterfield.

Supplemental questions are considered part of your official application. Please complete the on-line State application to include all current and previous work history and education. A resume will not be accepted nor reviewed to determine if an applicant has met the qualifications for the position.

careers.sc.gov
P.O. Box 1498
Blythewood, SC 29016

Job #87603
AUDITOR II / AUDITOR II-87603
BD

Auditor II / Auditor II-87603 Supplemental Questionnaire

- * 1. Will you allow the DMV to contact past employers, law enforcement agencies or any other organization for confidential information including work records, school reports, records of detention, arrest, and conviction realizing that this information is to be used to assist DMV in determining your qualifications and fitness for this position? (By responding yes, you hereby release Employment and Recruitment personnel, Dept. of Motor Vehicles, or others from any liability or damage which may result from furnishing the information requested above.)
 Yes No
- * 2. Will you be able to work the hours of 8:30 a.m. - 5:00 p.m. Monday through Friday?
 Yes No
- * 3. Do you possess a valid S.C. Driver's License and a satisfactory driving record?
 Yes No
- * 4. Do you have current or previous DMV experience?
 Yes No
5. If the answer to the above question is yes, please include what DMV facility, job title, job responsibilities, dates of employment, reporting manager, reason for leaving, etc.
- * 6. Do you have knowledge and/or past experience in IRP/IFTA systems?
 Yes No
7. If so, please explain.
- * 8. Are you willing to work extended hours outside of the normal scheduled work week?
 Yes No
- * 9. Are you proficient in basic computer skills?
 Yes No
10. If so, please list the software/programs you have mastered.
- * 11. Have you ever been involuntarily terminated or forced to resign from a job or position? (excludes economic terminations or layoffs which are considered beyond your control.)
 Yes No

12. If the answer to the above question is yes, please include employer, job title, job responsibilities and reason.

* 13. Have you ever had a disciplinary problems/issues, been given corrective action or been on a work improvement plan?

Yes No

14. If so, please explain

* 15. Do you have a high school diploma?

Yes No

* 16. Do you have experience in accounting, auditing, finance, insurance, tax preparation/analysis, public administration or administrative services?

Yes No

17. If yes to the above question, please explain.

* 18. Do you have the ability to perform sampling techniques such as analyzing, interpreting complex accounting and data processing systems?

Yes No

19. Do you have working experience planning, organizing, directing and scheduling comprehensive audit projects?

* 20. State Law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. Do you currently have any defaulted student loans?

Yes No

* 21. If yes, what are the satisfactory arrangements that have been made for repayment?

* 22. Have you ever worked for a State Agency?

Yes No

23. If the answer to the above question is "yes", please include the agency name, name of state, facility name, department name, address/location, past reporting manager, dates of employment, job title, job responsibilities/duties, and reason for leaving.

- * 24. Do you understand that the selected Applicant must be willing to travel and occasionally perform overnight in-state and out-of-state audits. Must reside in Florence County or be willing to relocate within the auditor's "trial/probationary hiring period" (6 months for internal hires, 12 months for external hires). Assigned geographical areas: Darlington, Dillon, Florence, Marion, Marlboro, Lee or Chesterfield.

Yes No

- * 25. This position has a salary range of \$34,277 -\$40,551. Are you willing to accept this salary if offered the position?

Yes No

- * 26. Have you completed your application in its entirety, to include all current and previous work history and education (as a resume will not be accepted in lieu of an incomplete application)?

Yes No

- * Required Question