

SENIOR INTERNAL AUDITOR 6660

Distinguishing Characteristics of Work:

This is responsible professional work conducting audits, management reviews, special projects, program evaluations, and investigations for the Office of Inspector General. Working relationships are established with the Justices, judges, State Courts System staff, and other agencies. The Senior Internal Auditor reports directly to the Inspector General.

Education and Training Guidelines:

A Bachelor's degree from an accredited college or university with a major in accounting or a business related area, and four years of professional accounting or business related experience; one year of which must be in auditing.

A Master's degree in the above area may substitute for the one year of professional experience.

A Certified Public Accountant or Certified Internal Auditor may substitute for one year of professional experience.

Knowledge, Skills, Abilities:

Knowledge of and ability to independently conduct audits, reviews and investigations. Knowledge of accounting and auditing principles and procedures. Knowledge and experience using software such as Word, Excel, Access, and PowerPoint. Knowledge of the Standards for the Professional Practice of Internal Auditing. Good analytical, organizational, and interpersonal skills. Ability to plan, organize and coordinate work assignments. Ability to review, analyze and evaluate data. Ability to prepare audit and recommendations/findings of such. Ability to communicate effectively, both orally and in writing.

Effective: May, 2007