

OKLAHOMA CORPORATION COMMISSION
HUMAN RESOURCES DEPARTMENT
CLASSIFIED POSITION VACANCY ANNOUNCEMENT

To apply, follow the application procedures at the Human Capital Management's website: <http://omes.ok.gov/>

OR if you are a current State employee or have reinstatement rights, apply at <http://omes.ok.gov/> > Internal jobs prior to the closing date and time specified below. If you need assistance for an interview, please call 405.521.3596.

ANNOUNCEMENT NUMBER: 2018-113/pw OCC PIN NUMBER: 18500554 NO. OF VACANCIES: 1

JOB TITLE: AUDITOR CODE: D12B PAY BAND: J SALARY: \$42,733

POSTING DATE & TIME: May 14, 2018 8:00 a.m.

CLOSING DATE & TIME: May 27, 2018 4:30 p.m.

FLSA LISTING: X EXEMPT NON-EXEMPT EEOC: Professional

IMMEDIATE SUPERVISOR: John Hopper LOCATION: Transportation, IFTA-IRP

MINIMUM QUALIFICATIONS:

Requirements at this level consist of a bachelor's degree in accounting, finance, business or public administration OR an equivalent combination of education and experience, substituting one year of paraprofessional auditing or accounting experience for each year of the required education OR an equivalent combination of education and experience plus one year of qualifying experience in professional auditing or accounting.

TYPICAL FUNCTIONS:

The functions within this job family will vary by level, but may include the following:

- Plans, schedules and conducts audits of businesses, agencies, schools, corporations, or others to determine compliance with laws and regulations, generally accepted accounting principles, financial accountability standards or other requirements.
- Conducts operational audits involving policies and procedures or management activities to insure compliance with laws, regulations and standards for financial accountability standards or other requirements.
- Reviews financial records and other business records; evaluates financial controls; identifies deficiencies; provides advice on requirements for compliance with existing laws, policies and standards.
- Prepares audit reports; makes recommendations concerning changes in policies or operating procedures.
- Performs special investigations as assigned.

APPLICANT SOURCE: ALL SOURCES

AN EQUAL OPPORTUNITY EMPLOYER