

DEPARTMENT OF CORRECTIONS

JOB OPPORTUNITY

DATE: *June 26, 2015*

POSITION TITLE: Auditor I/II

LOCATION OF POSITION: Fiscal Management / Audit/Central Office-Cole County

DESCRIPTION OF POSITION:

This is a professional and technical position involving program and financial auditing of the internal operations of the department as well as the external organizations providing services to the department. The position will be responsible for auditing internal control systems, financial accounting systems, departmental policies and procedures, and compliance with State and Federal Laws and regulations. The applicant will be expected to work with independence and initiative in the performance of assignments. While working onsite at correctional facilities, applicants must be able to work in close range with offenders. The applicant must be willing to travel as needed to perform job duties. Overnight travel may be as much as 50%.

Job Components:

1. Conduct compliance audits at all correctional centers' canteens to evaluate their conformance to established policies and procedures, to review their financial records, adequacy of internal controls and overall operational efficiency.
2. Conduct compliance audits at all correctional centers' food service departments to evaluate their conformance to established policies and procedures, to review their financial records, adequacy of internal controls and overall operational efficiency.
3. Conduct financial audits at all correctional centers' business offices with an emphasis on all cash transactions that occur, to review their financial records, adequacy of internal controls and overall operational efficiency. Will also include audits of inmate canteens at each correctional center.
4. Conduct compliance audits with all correctional centers' operational areas (armory, vehicles, clothing issue, warehouse etc) to evaluate their conformance to established policies and procedures, to review their financial records, adequacy of internal controls and overall operational efficiency.
5. Develop written audit techniques, develop a monthly audit schedule, and update audit questionnaires as necessary.
6. Conduct entrance and exit conferences with appropriate managerial personnel.
7. Prepare audit reports for management, containing all findings, evaluations and recommendations.

8. Review and maintain working knowledge of contracts and established policies and procedures to determine compliance with rules, regulations, and procedures.
9. Other tasks to include special audits as assigned.

Anyone interested in this position may contact:

Alicia Dudenhoeffer at (573) 526-6441
Application Closing Date: July 8, 2015

For further information, or to submit a transfer request please see Department Policy D2-2.13 Transfer of Employees.

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