

# Missouri Department of Transportation

Code: R04838

Title: Auditor

Exemption Status: Non-Exempt

Grade: 11

---

## **Job Description**

**Effective Date** 02-16-2008

**Replaces  
(Effective Date)** 04-01-2006

**General Summary** The auditor performs routine entry-level auditing activities for audits of department operations, audits of consultant overhead rates and project agreements, or audits to verify the accuracy of fuel tax and registration fee payments from Missouri-based motor carriers. Responsibilities are performed under direct supervision.

**Minimum/Required  
Qualifications** Bachelor's Degree: Accounting or related field

**Supervisory  
Responsibilities** None

**Location** Central Office - Audits and Investigations

**Special Working  
Conditions/Job  
Characteristics** Job requires regular travel and occasional, statewide, overnight travel.

---

## **Examples of Work**

- (1) Performs internal control survey work to document policies, procedures, accounting systems and records maintained of those being audited.
- (2) Prepares audit evidence to support findings and recommendations, including informational memoranda, compliance tests, substantive tests, and other documentation in accordance with applicable auditing standards or International Fuel Tax Agreement (IFTA) and International Registration Plan (IRP) regulations.
- (3) Researches federal, state or IFTA/IRP regulations and department policies and procedures; prepares for audit by reviewing prior and current records of those being audited to obtain information pertinent to the audit.
- (4) Writes reports and letters communicating audit findings and recommendations.
- (5) Reviews contracts and estimated cost proposals for reasonableness and adherence to department and federal regulations and reviews single audit reports to ensure compliance with federal regulations.
- (6) Interviews those being audited regarding procedures, processes, and records; conducts post audit interviews regarding audit results and record keeping methodology deemed necessary for future audits.
- (7) Assists in the preparation of the annual audit plan.
- (8) Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**