

Missouri Department of Transportation

Code: R04628

Title: Senior Auditor

Exemption Status: Exempt

Grade: 15

Job Description

Effective Date 02-16-2008

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

General Summary The senior auditor conducts varied and complex 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 general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Accounting or related field
Four years of experience in auditing or accounting positions.

**Supervisory
Responsibilities** Lead Worker Only

Location Central Office - Audits and Investigations

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

Examples of Work

- (1) Reviews and manages work performed by audit staff to ensure all work performed conforms to applicable auditing standards or International Fuel Tax Agreement (IFTA) and International Registration Plan (IRP) regulations.
- (2) Prepares audit plans for audit assignments, including the most complex audits performed by the unit.
- (3) Performs internal control survey work to document policies, procedures, accounting systems and records maintained of those being audited.
- (4) 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 IFTA/IRP regulations.
- (5) 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.
- (6) Writes reports and letters communicating audit findings and recommendations.
- (7) Reviews contracts and estimated cost proposals for reasonableness and adherence to department and federal regulations, and monitors and reviews single audit reports to ensure compliance with federal

regulations.

- (8) Interviews those being audited regarding procedures, processes and records; conducts post audit interviews regarding audit results and the recordkeeping methodology deemed necessary for future audits.
- (9) Directly assists the audit manager in the development of the annual audit plan.
- (10) Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- (11) 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.