

As a Staff Auditor, you will assist in conducting audits and reviews of business processes and controls that ensure the ethical and responsible business and financial management of the Airports Authority.

JOB DESCRIPTION

- Staff Auditor
- Works under the general supervision of the Audit Manager.
- Serves in the Office of Audit at the Corporate Office Building.

Assists in conducting a variety of complex audits and reviews of internal controls, accounting, business processes, contract and government grant compliance, construction projects, and indirect costs. Performs related functions.

GENERAL RESPONSIBILITIES

- Assists the Audit Manager or Senior Auditor in conducting performance, operational, financial, and compliance audit projects, including identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting procedures and findings.
- Assists in identifying and evaluating risk areas and opportunities for improvement; identifies or clarifies known/suspected problems, their causes and effects, and any laws, regulations, rules, or standards contravened or not fully met. Provides input to the development of the risk-based annual internal audit plan.
- Conducts interviews, reviews documents, develops and administers surveys, composes summary memos, prepares working papers, and participates in entrance and exit conferences.
- Maintains organizational and professional ethical standards and completes all internal audit work in compliance with The Institute of Internal Auditors (IIA) *International Standards for the Professional Practice of Internal Auditing (Standards)*.
- Assists in communicating the results of audits and consulting projects via written reports and presentations to management and the Board of Directors.
- May provide administrative and clerical services to support the work of the Vice President for Audit, Audit Managers, and Senior Auditors.
- Keeps abreast of developments in the fields of accounting, auditing, and management/program analysis, of 'best practices' governing financial reporting, auditing, internal controls, process analysis, and Airports Authority programs and operations.
- Represents the Office of Audit at meetings, develops and maintains productive team-oriented client and staff relationships.
- Performs other duties as assigned.

QUALIFICATIONS

- Five years of progressively responsible experience in auditing or accounting that include two years of experience in substantive work conducting internal audits, information technology audits, financial audits, accounting, business analysis, or program evaluations.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of auditing standards and methods including IIA Standards, Generally Accepted Government Auditing Standards, Generally Accepted Auditing Standards, and Generally Accepted Accounting Principles and skill in applying them to routine and non-routine auditing duties and responsibilities.
 2. Ability to understand and assess compliance with the full range of contracts, laws, regulations, and policies.
 3. Ability to perform detailed analyses of data and information and make recommendations.
 4. Ability to speak and write effectively, with emphasis on communicating technical issues to nontechnical audiences.
- Skill in using a computer and modern office suite software, with emphasis on accounting and financial systems/software.

PREFERRED QUALIFICATIONS

- A Master's Degree in Accounting, Finance, Business Administration, or a related field.
- Experience in two or more of the following areas: auditing financial statements, conducting internal audits, managing financial operations or preparing financial statements, auditing information technology and information security, or working with external auditors to complete audits.
- Certification as a Certified Public Accountant (CPA) from the American Institute of Certified Public Accountants, Certified Internal Auditor (CIA) from the Institute of Internal Auditors (North America), Certified Information Systems Auditor (CISA) from the Information Systems Audit and Control Association, , or equivalent certification in a related field.

EDUCATION

- A Bachelor's Degree in Accounting, Auditing, Finance, Business Administration, or a related field or an equivalent combination of education, experience and training.
- A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of five years of experience. For example, a Master's Degree may substitute for two years of experience.

CERTIFICATIONS AND LICENSES REQUIRED

- A state driver's license in good standing.

NECESSARY SPECIAL FACTORS

- Is subject to holdover and recall for audit program purposes.
- Works under pressure from time constraints during peak periods.
- Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, teamwork, customer service, and other factors.