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| Position Title:  **Financial Staff Auditor I** | | | | Revised Date:  08/01/2017 |
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| Division: | Financial Audit Services | Job Status: | Full Time | |

**OUR MISSION**

To foster accountability and transparency in Louisiana government by providing the Legislature and others with audit services, fiscal advice, and other useful information.

**OUR CORE VALUES**

**Independence** – We are independent in fact and appearance, objective and nonpartisan.

**Excellence** – We believe in doing our very best at everything we do.

**Professionalism** – We hold ourselves to the highest level of standards, competence, and character.

**Credibility** – We are accurate, reliable, responsive, and accountable.

**Integrity** – We maintain steadfast adherence to strict ethical standards.

**Position Summary**

A Financial Staff Auditor I is a training and evaluation position. During the first year, the auditor develops an understanding of Louisiana Legislative Auditor policies and procedures, and a good working knowledge of governmental accounting and auditing standards. In addition, a Financial Staff Auditor I should develop and maintain effective verbal and written communication skills and work effectively with the supervisor, auditee, and team members. A Financial Staff Auditor I is expected to be actively working to take and pass the Certified Public Accountant examination, if not already certified.

**Position Distinctions**

The Financial Staff Auditor I position differs from the Financial Audit Intern position by the obligation to rapidly expand knowledge and skills in the application of professional standards and by the level of technical work performed. It differs from the Financial Staff Auditor II position by the lesser degree of technical knowledge and skills, and by receiving more direct supervision and more detailed review of work performed.

**Supervision Received/Exercised**

The auditor receives direct, close supervision from a Financial Senior Auditor and/or Financial Audit Manager. A Financial Staff Auditor I does not have any supervisory responsibilities.

**Essential Competencies/Skills**

* **Communication (written and verbal)**
  + *Demonstrates the ability to effectively communicate with supervisors, co-workers, and auditee personnel.*
  + *Demonstrates the ability to follow instructions and accept constructive criticism from supervisors.*
  + *Conducts inquiries of auditee personnel to gain an understanding of internal controls and is able to clearly document that understanding.*
  + *Exhibits self-confidence in interview with clients.*
  + *Effectively communicates work performed through prepared audit documentation submitted for supervisor review.*
* **Organization**
  + *Prepares well-organized, logical, and clear audit documentation.*
  + *Demonstrates appropriate attention to detail.*
  + *Organizes audit documentation in a logical order that can be easily followed by supervisors and other members of the audit team.*
  + *Organizes work flow to ensure meeting established time budgets and required deadlines, including the timely submission of completed audit documentation for supervisor review.*
* **Judgment**
  + *Obtains relevant audit evidence and makes a preliminary evaluation of that evidence to reach logical conclusions.*
  + *Identifies, assesses, and documents risks – demonstrates the ability to identify risks and/or indications of errors or fraud and illegal acts during the conduct of the audit.*
  + *Completes and documents sample selection process for attribute tests.*
  + *Performs and documents analytical review of account balances.*
  + *Distinguishes between essential and non-essential audit documentation from the previous year’s engagement.*
  + *Performs routine research related to assignments.*
* **Professional Conduct**:
  + *Accepts responsibility for actions.*
  + *Adheres to LLA standards of conduct and protocols.*
  + *Maintains a positive, constructive attitude and works well with others.*
  + *Maintains confidentiality of client information.*
  + *Meets productivity level of 64%.*
  + *Remains flexible to changing work schedules and tasks, including working overtime when required.*
  + *Actively works to take and pass the CPA exam, if not already certified.*
* **Knowledge**
  + *Maintains knowledge of governmental accounting and auditing standards, commensurate with experience.*
  + *Maintains knowledge of office policies and audit manual.*
  + *Maintains knowledge of agency-specific procedures.*
  + *Uses audit computer hardware and software proficiently.*

**Position Requirements**

* A baccalaureate degree from an accredited college or university (in any major) meeting the eligibility requirements to take the Certified Public Accountant examination in Louisiana, **OR**
* Possess certification as a Certified Public Accountant.

**Other Duties & Responsibilities**

The above statements are intended to describe the general nature and level of the work being performed by individuals assigned to this position. They are not an exhaustive list of all duties and responsibilities associated with it. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related to, or a logical assignment for the position.

Employee’s Signature Date

Supervisor’s Signature Date