
CAREER OPPORTUNITY

Discover your potential in AUDITING

OFFICE OF THE MISSOURI STATE AUDITOR

Accepting applications until 5:00 PM, Friday, April 17, 2015

Job Title: Staff Auditor I

Education requirement: Graduation from an accredited college or university with a bachelor's degree or higher in accounting, business administration, or a related business area

CPA license, or meet the Missouri State Board of Accountancy requirements to obtain a CPA license preferred, but not required

Job Description: This is an entry-level field staff audit position that serves as a staff auditor on a job. This position may be assigned to any type of audit or special project. The staff auditor I will report directly to the Auditor in Charge (AIC) or other supervisor, and is expected to develop auditor judgment and independent thinking to accomplish the objectives of the assignment. In the case of special projects this position may report to others such as an audit manager, the deputy state auditor, an audit director, etc., as assigned.

A staff auditor I is responsible for completing duties as assigned by the AIC that may include all phases of the audit such as fieldwork, report preparation, and related administrative duties. Duties shall be completed in accordance with Government Auditing Standards (Yellow Book) and SAO policies/procedures.

Work assignments may require as much as 75 percent overnight travel and the availability of a vehicle. Work will primarily be conducted at the auditee job site, but may have limited work in an SAO location in Jefferson City.

Required Knowledge, Skill and Abilities:

- Ability to conduct oneself in a professional manner
- Willingness to obtain knowledge of Government Auditing Standards
- Knowledge of governmental accounting
- Willingness to obtain knowledge of the organization of Missouri state government, county government, and other local governments
- Knowledge of spreadsheet and word processing programs

- Ability to communicate effectively orally and in writing
- Ability to read, comprehend, and analyze financial information
- Ability to read and develop a thorough understanding of complex legal issues and controversial issues
- Ability to work under pressure and meet frequent deadlines
- Ability to accept increasing responsibilities and to reach for additional responsibilities when appropriate
- Ability to identify key technical problems and reporting issues and develop appropriate recommendations for their solution
- Ability to prepare written reports and make oral presentations to the auditee
- Ability to perform complex and/or sensitive audit procedures when appropriate
- Ability to effectively manage multiple priorities on a concurrent basis

Location: Jefferson City, St. Louis, Kansas City and Springfield, Missouri Offices (Note: Most opportunities are in the Jefferson City location, limited if any opportunities in the other locations.)

If interested please send your resume to:

Office of the Missouri State Auditor
P.O. Box 869
Jefferson City, MO 65102
(573) 751-4213
Fax: (573) 751-7984
E-mail: recruiter@auditor.mo.gov

Employment application and additional information available on our website at:

<http://auditor.mo.gov>