

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov
Physical Address - 12100 Park 35 Circle, Bldg. A
Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
(512)239-0102



Internet: www.tceq.texas.gov

State Title: Auditor IV
Functional Title:
Job Posting: 16321
Monthly Salary: \$4023.16 - \$4304.78
Salary Group: B21
Posting Date: 07/14/2016
Close Date: 07/28/2016
Section/Division: Internal Audit Section/ Chief Auditors Office
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 2205

Job Description:

Conducts and/or serves as project manager for examinations, investigations, and the review of records, reports, financial statements, information systems, and management practices to ensure compliance with laws, rules, and other criteria or for program economy, efficiency, and effectiveness, for the Texas Commission on Environmental Quality (TCEQ). Reviews or oversees the review of applicable laws, regulations, procedures, documents, controls, and other criteria. Participates in, and may lead, the planning and organization of audit procedures to establish and answer audit objectives. Implements or oversees the implementation of audit work programs and the evaluation of audit evidence. Prepares and/or reviews working papers to document work performed and evidence gathered to satisfy audit procedures. Communicates audit and non-audit activities verbally and in writing. Participates in establishing and accomplishing annual audit plans, goals, and objectives of the Chief Auditor's Office; and in administering the employee ethics program.

Military Occupational Specialty (MOS) Codes:

36A, 70C, LS, 310X-SC, 651X-LDO, 751X-CWO, 020, 30, 31, 32, F&S, FIN10, 3402, 3404, 3408, 6FOX1, 65AX, and 65FX

Minimum Qualifications:

A bachelor's degree from an accredited college or university(COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) plus three years of full-time experience in accounting, auditing, or an analytical field.

One year of full-time experience in auditing, accounting, or an analytical field may substitute for each year (30 semester hours) of the required education.

OR Certification as a public accountant (CPA) or internal auditor (CIA).

Preferred Requirements:

Experience in leading audit projects and teams.

Certification as a CPA, CIA, CISA, and/or CGAP.

Experience in state government accounting, auditing, or management.

Special Requirements:

Moving up to 10 pounds of supplies/equipment.

Traveling up to 25% of the time.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer