

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32901
Job Class Code:	001	Salary Schedule:	AREG
EEO Category:	05	Grade:	14
Workers Comp Code:	8810		

Job Code Established:	12/27/84	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Audit Series

JOB CODE TITLE: PROGRAM COMPLIANCE AUDITOR TRAINEE

HRIS TITLE: PRG CMLPNC AUDITOR TRNE

WORK DESCRIPTION: Learns to audit an agency's operations/activities (including contracted governmental/private contractors/service providers) and related financial systems and records; learns to determine compliance with established Federal, State and agency laws, regulations, policies and procedures; learns how to analyze, detect inconsistencies and to prepare reports to record and summarize data to be used in audit memorandum.

WORK ACTIVITIES: visually examines and verifies such fiscal transactions as billings and invoices, payments, or payroll, by spot-check or by thorough examination in comparison with validated reports.

Payroll documents from public contractors to assure completeness, accuracy and compliance with contract.

Examines financial documents used in school district food service operations (including invoices, vouchers, receipts, deposits, payroll, canceled checks and bank statements and claims for reimbursement) and verifies that financial accounting, controls and figures are in compliance with state and federal law.

Examines contracts of agencies subject to audit, to verify that all applicable laws are being observed.

Attends periodic workshops or training sessions to improve working knowledge and skills at elementary working level in work system.

Integrated into work routine, or in time set aside for training, acquires knowledge and skills needed for advancement to journeyman worker level in the work system.

Reads and studies instructional or informational material in order to increase and expand knowledge base at elementary working level in the work system.

Informs supervisor of routine problems which affect operations.

Confers with supervisor on regular basis, discussing work processes, incidents, problems and plans, and receiving advice, counseling and instruction.

Attends work unit staff meetings; gives and receives information; participates in problem-solving and decision-making.

Performs related work as required.

WORK CONDITIONS: Travel with overnight stays.

SUPERVISION: Works under constant and close supervision.

WORK RESULTS/PRODUCTS: Completed work assignments.

RESPONSIBILITY: For timely and accurate work products.

AUTHORITY: To interpret Federal, State and agency program laws, rules, regulations, policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Principles and practices of auditing and accounting; Computerized products used in auditing and accounting systems and processes; Federal auditing guidelines and controls governing federally funded programs; Policies and procedures established for the work system.

Skill/Ability to: Apply audit and accounting methods and techniques; Interpreting computerized products used in auditing and accounting systems and processes; Mathematical computation; Oral and written communication; Interpersonal relationships.

Special Selection Factors: Completion of twelve semester hours of accounting and six months of financial auditing, program auditing or closely related experience; OR a Bachelor's degree, including completion of twelve semester hours of accounting.