

## **JOB ANNOUNCEMENT**

The Oklahoma Department of Commerce is the primary economic development entity in the State. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking a full-time Audit Reviewer position. This is a full-time position in state government. Oklahoma Department of Commerce offers a comprehensive [benefits packet](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit options and allowances, [click here](#). The annual salary for this position will be based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources.

Review of applications will begin immediately. **The deadline to apply is September 8<sup>th</sup>, 2023.**

**[Apply Online](#)**

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<b>POSITION:</b>	Audit Reviewer
<b>DIVISION:</b>	Financial Services
<b>SUPERVISOR:</b>	Allison Bixler
<b>OFFICE LOCATION:</b>	Oklahoma City
<b>SALARY:</b>	\$55,000 - \$60,000
<b>JOB NUMBER:</b>	<b>J-802</b>

### **JOB DESCRIPTION & FUNCTIONS:**

The Audit Reviewer position is responsible for the review and management of all sub-recipient audits. This includes identifying impacted sub-recipients and obtaining financial and compliance audits for review. The position addresses tight deadlines and a multitude of audit reporting activities, including tracking and the resolution of issues in a timely manner. This position will also respond to inquiries from agency sub-recipients and programmatic staff regarding financial audits. The Audit Reviewer will report to the Agency Accounting Manager and have daily contact with the Chief Financial Officer, which requires strong written and verbal interpersonal communication skills. The successful candidate should have strong analytical, technical, interpersonal, problem-solving, and organizational skills. In addition, superior customer relations skills are required.

### **RESPONSIBILITIES:**

- Lead in the review of audit reports for compliance with the requirements of 2 CFR Part 200 (OMB Uniform Guidance), including the auditing requirements of U.S. generally accepted auditing standards (GAAS) and Generally Accepted Government Auditing Standards (GAGAS), and/or state statutes as they relate to governmental and nonprofit entities.

- Review the financial audit reports of municipalities, other local governments, and nonprofit entities to ensure that the reports are in accordance with the accounting and reporting requirements of the U.S. generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).
- Communicate with certified public accounting firms on deficiencies identified in the review of financial and Single Audit Reports.
- Identify financial statement audit findings and state program audit findings from sub-recipient audit reports and communicate findings to responsible staff.
- Ensure that corrective action plans to resolve audit findings are submitted and evaluate the corrective actions submitted. Follow up with subrecipients when necessary.
- Analyze financial statements and other financial data of governments and nonprofit entities to determine their fiscal health. Provide reports to supervisor based upon analysis.
- Act as the liaison for Financial Services in its interactions with divisions regarding the 2 CFR Part 200 Compliance Supplement.
- Respond to daily inquiries from audit firms, municipalities, other local governments, and nonprofit entities.
- Assist with drafting updates to agency administrative rules and policies and procedures manual.
- Stay current on accounting principles, auditing standards, and regulatory compliance, and prepare for upcoming changes by obtaining professional development.
- Conducts research on laws, guidelines, and other reference materials to solve complex problems.
- Performs quarterly review of agency purchase card transactions for compliance with state statutes and policies, and procedures.
- Creates and modifies reports using internal grant tracking systems
- Performs other work as required and assigned

**KNOWLEDGE AND SKILLS:**

The successful candidate must be self-directed. The candidate must also possess strong analytical, technical, interpersonal, and organizational skills. Excellent attention to detail and accuracy is required.

Must be an effective communicator with strong verbal and written communication skills and possess the ability to think and work independently and as part of a team. The ability to multi-task, work under pressure and meet deadlines is required. Must have high initiative and the ability to express ideas clearly and concisely. Must possess problem-solving skills and the capability to handle multiple requests simultaneously.

The position requires knowledge of accepted accounting and auditing practices and principles. A demonstrated skill in coordinating the work of separate units and divisions is desirable. A working knowledge of governmental accounting and grant accounting is also desirable.

**EDUCATION AND EXPERIENCE:**

A bachelor's degree in accounting is preferred, or a minimum of 5 years of experience in the field of auditing will be required. New college graduates with a desire to learn will also be considered.

Proficiency in Excel and the capacity to develop detailed charts and reports are required. Knowledge of PeopleSoft is desirable.

**AA/EOE**