Effective August 28, 2019, the Missouri Department of Higher Education and DED’s Division of Workforce Development are transforming to become the nation’s leader in preparing the workforce for the future. This combination will redefine Missouri’s approach to postsecondary opportunities and increase the range of options available to citizens after they graduate from high school. Join our team during this historic time to develop the workforce of the future!

Program Compliance Auditor

LOCATION: Division of Workforce Development – Jefferson City, MO
TRAVEL: Approximately 50% (statewide)
SALARY: $45,052.00

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:
To perform this job successfully, an individual must be able to perform each essential function of the job with or without reasonable accommodations.

- Develop, organize and plan all monitoring functions for subrecipient contracts, to include scheduling onsite visits
- Prep for the financial monitoring visits to ensure all selected documents were obtained and all necessary information is available during the visit
- Maintain log of schedule with dates of visits, dates letters sent, date of report, issues, correct action response dates, and acceptance letter dates to ensure compliance with state and federal guidelines
- Evaluate internal controls and review source documentation. Review for allowable activities and compliance with Uniform Guidance as well as all federal, state, and local laws and regulations
- Review policies/procedures and test for compliance
- Write up conclusions of monitoring visits to include any Findings of non-compliance and questioned costs, update log, evaluate corrective actions plans, and send acceptance letters to corrective action plans, or request more information
- Provide technical assistance and training to subrecipients; interpret and explain complex federal/state/local rules and regulations and their application
- Reconcile Single Audits of subrecipients to reported expenditures; work with subrecipients to resolve any Findings identified within the audits; maintain log of Audit Tracking forms
- Assist Financial section with various duties to include preparation of the Schedule of Expenditures for Federal Awards (SEFA); work up annual allocation of federal Formula funds; review expenditures/obligations and request spending plans; assist in maintenance of Financial Manual and the Division’s Internal Control Plan
- Demonstrate regular and reliable attendance
- Perform other related work as assigned

Interested candidates should:
Email cover letter, current resume, transcripts, and contact information for 3 professional references to:
Leah.Norment@ded.mo.gov

Screening to begin immediately
Closing Date: Open Until Filled
COMPETENCIES:

Financial Management  Technical Knowledge  Computer Literacy  Customer Service
Problem-Solving  Organization  Perceptiveness  Teamwork
Written/Verbal Communication  Strategic Thinking  Planning  Accountability
Self-Direction  Results Oriented  Flexibility  Vision

QUALIFICATIONS:

• One or more years of experience as an Auditor II with the Missouri Uniform Classification and Pay System; OR

• A Bachelor’s degree from an accredited college or university with a minimum of 24 earned credit hours in Accounting; and, two or more years of professional auditing experience; OR

• Successful completion of all parts of one of the following certification examinations: Certified Public Accountant (CPA), Certified Government Auditing Professional (CGAP), Certified Internal Auditor (CIA), Certified Government Financial Manager (CGFM), Certified Fraud Examiner (CFE), or Certified Management Accountant (CMA); and, two or more years of professional auditing or accounting experience, OR

• Possession of a Certified Public Accountant (CPA) license; or Certified Government Auditing Professional (CGAP), Certified Internal Auditor (CIA), Certified Government Financial Manager (CGFM), Certified Fraud Examiner (CFE), or Certified Management Accountant (CMA) certificate.

• *(24 earned graduate credit hours from an accredited college or university in Accounting may substitute for a maximum of one year of the required experience.)*

• *(One additional year of professional accounting or auditing experience will substitute for up to 9 earned credit hours of the required specialization in Accounting.)*

View all job openings with the Department of Economic Development at [www.ded.mo.gov](http://www.ded.mo.gov)  
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