

# ARIZONA CRIMINAL JUSTICE COMMISSION

1110 W. Washington, Suite 230, Phoenix, AZ 85007

## Program Compliance Auditor II

AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY

**Posting Date: Monday, August 26, 2013 – Friday, September 20, 2013**

**Salary Range: \$40,000 - \$50,000**

**Location: Phoenix**

**Grade: 19**

The Arizona Criminal Justice Commission (ACJC) has an exciting position available in our Finance Department for a Program Compliance Auditor II. This is a permanent full-time opportunity with great benefits, an ideal work environment with free covered parking and front door access to public transit.

In this position, the Program Compliance Auditor II will perform field audits of federal and state grant programs for ACJC. This position requires a self-starter who is well organized with good time management skills. **This position will require some in state travel.**

### Essential Duties and Responsibilities:

- ❖ Conduct field monitoring reviews and/or audits of sub-grantees.
- ❖ Conduct exit interviews and present audit results to agency heads and elected officials at the city, county, and state levels.
- ❖ Prepare reports based on audit reviews and monitor compliance with recommended changes.
- ❖ Provides training in record keeping processes and techniques to grantee agencies and their personnel.
- ❖ Offers technical assistance to grantee agencies in developing proper fiscal procedures for record keeping purposes.
- ❖ Stays abreast of industry-wide changes in accounting principles and auditing procedures and processes.
- ❖ Compiles data, develops and composes a variety of reports on agency activities, function, trends, conditions, or volume of specific occurrences, as mandated or determined by state, federal or agency requirements.

### Skills and Abilities:

The successful candidate will have a thorough knowledge of accounting and auditing principles; skill in interpreting and determining compliance with federal, state and agency laws, regulations, policies & procedures as they pertain to various grant programs; highly skilled communicator with the ability to write and speak with clarity, precision, and diplomacy while maintaining confidentiality; and proficiency with Microsoft Office software products and accounting software. The ideal candidate will have some knowledge of policies and procedures that are utilized within the various criminal justice agencies in Arizona.

A bachelor's degree in accounting, business administration or related field OR completion of twelve semester hours of accounting and two years of professional financial auditing, program compliance auditing or closely related field. This position requires a person who is able to multi-task; has a proven record of working projects from concept to completion; ability to work independently and with a team to complete assignments within specified deadlines; and experience in a governmental accounting position is a plus.