



**DHS/OIG – Auditor/Examiner 2 - 00063503**

**Job Number:  
00063503**

**Job Posting:** January 11, 2017

**Closing Date:** January 31, 2017

**Primary Location:** 2 Peachtree St., Atlanta, GA (Fulton County)

**Number of Openings:** 1

**Job:** Auditor/Examiner

**Shift:** Day Job

**SALARY:** Pay Grade: J

**Salary Range:** \$32,970.99 - \$47,101.41

(Salary Commensurate with Experience)

Current Georgia state government employees will be subject to State Personnel Board rule provisions.

The Georgia Department of Human Services (DHS) provides a wide range of human services designed to promote self-sufficiency, safety and well-being for all Georgians. The department is one of the largest agencies in state government with an annual budget of \$1.8 billion and nearly 9,000 employees. DHS is comprised of 3 Divisions the Division of Aging Services, the Division of Child Support Services, and the Division of Family and Children Services.

DHS delivers a wide range of human services designed to promote self-sufficiency and well-being for all Georgians. The department is one of the largest agencies in state government with an annual budget of \$1.8 billion and approximately 8500 employees. DHS is comprised of three divisions and seven offices.

OIG was created in September 2007 to provide objective oversight over the programmatic activities of DHS Offices and Divisions in order to ensure that Agency work is conducted in compliance with established policies and procedures. The OIG is comprised of five Units: Background Investigations, Benefits Recovery, Internal Audits, Internal Investigations and Residential Child Care.

Office of Inspector General (OIG) is seeking candidates for the position of **Auditor/Examiner 2**. This position is based the State Office at 2 Peachtree Street,

Atlanta, GA in Fulton County. The position requires 25%-50% statewide travel and possession of a valid driver's license.

### **Job Summary & Responsibilities:**

This position reports to the Director of the Internal Audit Unit. The incumbent performs audits/reviews in accordance with Auditing Standards.

Under limited supervision, the **Auditor/Examiner 2:**

- Conducts audits of internal controls, financial, compliance, operations or other activities of varied complexity.
- Researches and solves complex compliance problems.
- Identifies and evaluates audit risk.
- Completes testing and work papers with a high degree of accuracy and professionalism.
- Performs audit procedures, including identifying and defining issues, reviewing and analyzing evidence and documenting client processes and procedures and completing work in a timely manner.
- Conducts interviews, reviews documents, develops and administers surveys, composes summary memos.
- Identifies, develops and documents audit issues and recommendations for improvement using independent judgment concerning areas being reviewed.
- Communicates or assists in communicating the results of audit and consulting projects via written reports and oral presentations on a timely basis.
- Performs other responsibilities as assigned by supervisor.

### **Core Competencies:**

- Provides exceptional customer service to both internal and external customers by honoring commitments, being courteous, accessible and responsive.
- Willingness to work in a team environment and consistently display a respectful and professional demeanor.
- Excellent oral, written, analytical, time management, presentation and interpersonal communication skills.
- Consistently delivers results in a timely manner.
- Demonstrates accountability for self and contributions to the team.
- Strong proficiency in the use of Microsoft Office Suite and/or standard software applications typically used in a corporate office environment.

### **Qualifications:**

Master's degree in business administration or a related field from an accredited college or university AND One year of related experience OR Bachelor's degree in business administration or a related field from an accredited college or university AND Two years

of related experience OR Five years of experience in a related area OR One year of experience at the lower level Auditor/Examiner 2 (FIP031) or position equivalent.

### **Preferred Qualifications:**

Preference will be given to candidates who, in addition to meeting the minimum qualifications, demonstrate some or all of the following skills/experience:

- Bachelor's degree in Accounting/Auditing or a related field from an approved, accredited college or university **and** two (2) years auditing work experience.
- Any of the following certification designations will be a plus: Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Certified Government Auditing Professional (CGAP), Certified Financial Services Auditor (CFSA), Certification in Control Self-Assessment (CCSA) and Certification in Risk Management Assurance (CRMA).

### **Benefits:**

In addition to a competitive salary, DHS offers a generous benefits package, which includes employee retirement plan; paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and child care spending account. Visit <http://team.georgia.gov/> for more information.

### **Criminal Background Checks/Applicant Privacy Rights**

**All applicants may be subject to a drug screen and will be required to submit fingerprints to check for the existence of criminal history information through the Georgia Bureau of Investigation and the Federal Bureau of Investigation. Applicants have the right to challenge the contents of any criminal history record obtained for the purpose of employment with DHS. For an explanation of these rights, please read, "Applicant Privacy Rights" at: [http://gbi.georgia.gov/sites/gbi.georgia.gov/files/related\\_files/document/ApplicantPrivacyRights.pdf](http://gbi.georgia.gov/sites/gbi.georgia.gov/files/related_files/document/ApplicantPrivacyRights.pdf)**

### **GEORGIA ON MY MIND: *It Doesn't Get Any Better Than This!***

Georgians enjoy a quality of life that would be hard to find in any area across the nation. Lower taxes and a lower cost of living enable you to do more with the money you make and maintain a higher standard of living.

Within Georgia you will find an unlimited supply of recreational and cultural opportunities. Enjoy boating, camping, fishing, golf, hiking, picnicking, swimming, tennis or just relaxing against Georgia's many scenic backdrops. Georgia is a 57,906 square-mile playground filled with natural beauty and immaculate resources. From the mountains to the coast from ballet to baseball, Georgia offers you a livability and quality of life that can help you achieve your dreams.

## **You're Really Going to Like Metro Atlanta**

As the capital of Georgia, metro Atlanta, the ninth largest US population center has approximately 5.3 million residents. It is uniquely positioned to provide the best of everything. From its diverse economy, global access, abundant talent, and low costs of business and lifestyle, metro Atlanta is a great place to call "home." Residents have easy access to arts, culture, sports, world class shopping and nightlife. Atlantans experience all four seasons, with mild winters that rarely require a snow shovel. Yes, Atlanta is a great place to work and live!!!

[www.metroatlantachamber.com](http://www.metroatlantachamber.com)

**Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification. Former DHS employees must be eligible for rehire in order to be considered for the position.**

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**

**cjg**