

**TEXAS BOARD OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INTERNAL AUDITOR I -
Internal Audit Staff Auditor

SALARY GROUP: B17

DEPARTMENT: Internal Audit Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Chris Cirrito DATE: 09/01/2021

POSITION #: 016040

I. JOB SUMMARY

Performs entry-level to routine internal auditing work. Work involves examining, investigating, and reviewing internal records, reports, financial statements, and management practices to ensure legal compliance with state statutes and internal regulations; and conducting internal audit and advisory services for program economy, efficiency, and effectiveness and for improvements in governance, risk management, and control processes. Works under close to moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Performs routine internal audit planning tasks; and assists in planning internal audit projects involving routine audit subjects.
- B. Performs routine internal audit work to include collecting, analyzing, and documenting data regarding routine audit subjects; and assists in interpreting data involving routine audit subjects.
- C. Communicates results of internal audit planning and field work regarding routine audit subjects; and assists in developing and communicating appropriate audit conclusions and recommendations.
- D. Performs routine internal audit follow-up activities; and assists in planning and performs internal audit follow-up projects regarding routine audit subjects.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE).
2. Internal auditing experience preferred.
3. Certified Public Accountant, Certified Internal Auditor, Certified Information Systems Auditor, Certified Government Auditing Professional, Certified Fraud Examiner, or Certification in Risk Management Assurance preferred.

B. Knowledge and Skills

1. Knowledge of professional audit standards promulgated by the Institute of Internal Auditors and the U.S. Comptroller General.
2. Knowledge of computer technology principles, terminology, and various automated systems.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to process and assimilate large amounts of reading materials.
10. Skill to trace transactions to original document for verification purposes.
11. Skill to gather, analyze, evaluate, and accurately summarize relevant audit information.
12. Skill to compose clear and concise audit procedures, findings, and recommendations.

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IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.