



**STATE OF OKLAHOMA
OFFICE OF THE STATE TREASURER**

POSITION ANNOUNCEMENT

Posting Date: September 4, 2014

Applications and résumés will be accepted until filled by the HR Manager by mail at 2300 N. Lincoln, Room 217, Oklahoma City, Oklahoma, 73105-3413, by email at marria.bratcher@treasurer.ok.gov or by fax at 405-521-4993.

**Internal Auditor
(Unclaimed Property)**

Tentative Examination Weights: Education and Experience

Starting Monthly Salary Range: \$2,916 - \$4,000

Starting Annual Salary Range: \$35,000 - \$48,000

Duties and Responsibilities: Performs audits and reviews of Unclaimed Property claims processes and procedures; completes audits and reviews of the Unclaimed Property Holder Reporting processes and procedures; develops and monitors internal controls; conducts audits of Unclaimed Property funds; evaluates the degree of internal control exercised by Unclaimed Property and provides updated procedures.

Minimum Requirements: A bachelor's degree in business, finance or a closely related field, advanced degree is preferable. Certified Public Accountant (CPA) or recent graduate who is CPA eligible and obtains the CPA designation within one year of hire. Certified Internal Auditor (CIA) designation is desirable.

**The Office of the State Treasurer is an Equal Opportunity Employer.
www.ok.gov/treasurer**

INTERNAL AUDITOR I (UNCLAIMED PROPERTY AUDITOR)

BASIC PURPOSE:

Under general direction of the Internal Auditor/Compliance Officer provides support with specific responsibility for ensuring that the Unclaimed Property Division's fiscal policies, practices and/or regulations meet the compliance requirements of Oklahoma Statutes and Administrative Rules; completing audits and reviews of Unclaimed Property claims processes, procedures and methodologies; completing audits and reviews of the Unclaimed Property Holder Reporting processes, procedures and methodologies; developing and monitoring internal controls; conducting audits of Unclaimed Property funds; evaluating the degree of internal control exercised by Unclaimed Property and providing updated procedures to the Unclaimed Property Director and other duties as may be assigned by the Internal Auditor/Compliance Officer. This job reports to Internal Auditor/Compliance Officer but has direct access to the State Treasurer in the absence of the Internal Auditor/Compliance Officer.

ESSENTIAL FUNCTIONS:

- Plans financial, regulatory, compliance or operational reviews/audits of the Unclaimed Property Division.
- Conducts risk assessments and identify controls in place to mitigate identified risks.
- Performs audit procedures to verify that controls are in place and operating effectively through testing and interviewing techniques.
- Provide analyses and conclusions on effectiveness and efficiency of control environment.
- Identifies control gaps and opportunities for improvement.
- Documents the results of audit work in accordance with audit department, the Institute of Internal Auditors (IIA) standards, and Governmental Accounting Standards Board (GASB).
- Prepares timely audit and compliance summaries and reports for executive management.
- Assess, evaluate and promote compliance to internal OST policies.
- Contributes, as appropriate, in the year-end financial audit with the external auditor.
- Provides advice on internal control and participates in enhancing internal audit standards and practices within OST.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of OST.

Level I

Code: 9445

Salary: \$35,000 - \$48,000

Knowledge, Skills and Abilities: Knowledge of financial business operations and risk-based auditing. Excellent understanding of the standards of the Institute of Internal Auditors (IIA) and Governmental Accounting Standards Board (GASB) and the ability to comply with those standards. Ability to manage projects and audits to follow sound internal control practices and to manage risks appropriately. Must be adaptable and able to meet deadlines on assignments, juggle multiple demands, and to work with all types of individuals up to and including Internal Auditor/Compliance Officer, the Director of Unclaimed Property, the Chief Deputy Treasurer and the State Treasurer; Ability to develop strong skills in negotiating, relationship building, problem solving, and timely problem escalation. Must possess excellent written and oral communication skills and ability to maintain confidentiality and utilize a high degree of discretion as this position may be included in or in close proximity to sensitive materials and/or communications. Excellent time management and organizational skills. detail oriented but able to quickly grasp the big picture. Ability to work under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating; and monitoring Unclaimed Property processes. Some lifting, carrying, pushing, and/or pulling may be required; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing.

Education and Experience: Must possess a bachelor's degree in business, finance or a closely related field. An advanced degree is preferable. Certified Public Accountant (CPA) or recent graduate who is CPA eligible and obtains the CPA designation within one year of hire. Certified Internal Auditor (CIA) designation is desirable. Proficiency in MS Office (Word, Excel, PowerPoint) and Outlook; experience with ACL and PeopleSoft software preferred.