

SACRAMENTO REGIONAL TRANSIT DISTRICT
invites applications for the position of:



**Internal (Accountability and Compliance)
Auditor**

SALARY: \$54.98 - \$76.94 Hourly
\$4,764.50 - \$6,668.50 Semi-Monthly
\$9,529.00 - \$13,337.00 Monthly
\$114,348.00 - \$160,044.00 Annually

DEPARTMENT: Internal Audit

OPENING DATE: 05/30/19

CLOSING DATE: 06/12/19 11:59 PM

DESCRIPTION:

The purpose of this position is to plan, direct and execute organizational risk assessment activities and complex financial, operational, compliance, programmatic, contract and technology systems audits in accordance with accepted professional standards. The incumbent will ensure the integrity and efficiency of the District's policies and practices, that internal controls are adequate in effectively managing business risks, that assets and revenues are protected and the compliance with applicable federal, state and local laws and regulations. This position has authority and responsibility for working collaboratively with management staff at all levels to implement necessary changes or corrections.

EXAMPLES OF DUTIES:

- Develop and maintain enterprise-wide risk management to ensure continuous identification and effective management of business risks by the District. Collaborate with management to perform annual risk assessment and identify opportunities for fiscal savings, improved productivity, enhanced customer service and areas of exposure. Work with management to prioritize risks and develop an audit plan that provides coverage of significant risk areas and identifies key exposures facing the District.
- Work with executive management to develop comprehensive annual audit plan including the design and implementation of audit activities. Plan, develop and implement audit standards, policies and procedures. Performs complex audits and reviews throughout the District to evaluate the adequacy and effectiveness of internal controls and the overall efficiency and effectiveness of District operations, performance and utilization of assets. Identify deficiencies, and develop, implement and monitor corrective action plans and take appropriate action if improprieties are discovered. Assist external auditors as needed and acts as a liaison between District staff and external auditors to address audit questions.
- Serve as a resource and consultant to management by providing special reviews of projects, programs, procedures, policies, contractual compliance, procurements, etc., as requested and by advising and training management to independently assess risk and implement controls in their operations. Conduct investigations where evidence of conflicts of interest or improprieties are found or if fraudulent activities are suspected.
- Provide guidance to the District's civil rights compliance programs (EEO, ADA, Title VI, DBE, etc.) and provide independent and objective support, guidance, and analysis of compliance with applicable laws, regulations, and internal policies and procedures.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree or equivalent from an accredited college or university in Business Administration, Public Administration, Accounting, Auditing or a related field. Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.

Experience: A minimum of seven (7) years increasingly responsible experience reviewing agency functions, procedures, practices and operations. Experience in a governmental or public agency setting is preferred. Experience with civil rights compliance at a public transit agency is preferred. Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) Certification is preferred.

Proof of required education beyond high school, such as college transcripts, diplomas, licenses and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

SUPPLEMENTAL INFORMATION:

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application, supplemental questionnaire and proof of education, as outlined above, are required for this position. Applications, job announcements, and copies of the complete job description are available through our website at www.sacrt.com.

Completed employment application, supplemental questionnaire and proof of education, as outlined above, must be submitted to the Human Resources Department not later than Wednesday, June 12, 2019 at 11:59 p.m. RT does not accept late applications and will not process incomplete applications. **Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

RT is an Equal Opportunity Employer. EOE - Minorities/Women/Disabled/Veterans.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sacrt.com>

Position #TBD
INTERNAL (ACCOUNTABILITY AND COMPLIANCE) AUDITOR
YH

2810 O Street
Sacramento, CA 95816
(916) 556-0298

Internal (Accountability and Compliance) Auditor Supplemental Questionnaire

- * 1. Describe, in detail, your direct experience, including management-level experience, in each of the following areas. In your description for each area, include the name of the employer(s) and the number of years/months you performed these duties and if this experience was in the public sector:
A) Developing audit plans or programs B) Identifying and managing business risks C) Preparing and presenting formal internal audit reports D) Identifying and presenting solutions for improving or developing internal controls E) Acting as a liaison between a public or private agency and external auditors, including experience in monitoring corrective action plans F) Conducting investigations related to conflicts of interest, improprieties, or fraud G) Providing support, guidance, and evaluation of compliance with civil rights programs (such as ADA, EEO, Title VI and DBE programs)

- * 2. Provide an example from your work experience where you identified and implemented an innovative approach to assessing and managing risk and opportunities. In your response, describe the situation, how the approach was innovative and the result of the implementation. Also, include the name of the employer where this work was performed.