



## AD-COMPLIANCE AUDITOR, SENIOR

### **CHARACTERISTICS OF WORK:**

This is technical work from the state level in verifying and making a physical inventory count of fixed assets owned by each agency, university, school district or county of the state. Incumbent makes a physical check of furniture, fixtures, equipment, land and buildings; explains or interprets laws, rules, and regulations of the state as they pertain to each agency, university, public school or county. Incumbent prepares fixed asset reports and submits these to the State Auditor's Office. Incumbent performs the work with considerable independence, although guided by specific laws as to how fixed assets shall be maintained or disposed. Supervision is received from an administrative superior.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

A Bachelor's degree from an accredited four (4) year college or university in Accounting, Business Administration, or a related field;

**AND**

#### **Experience:**

Three (3) years of experience related to the described duties.

**OR**

#### **Education:**

Graduation from a standard four (4) year high school or equivalent (GED);

**AND**

#### **Experience:**

Seven (7) years of experience in work related to the described duties.

**License:**

Must possess a valid Mississippi driver's license.

**Substitution Statement:**

Related education and related experience may be substituted on an equal basis.

**PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Light Work:** May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Peripheral:** Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Color Vision:** Ability to identify colors.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to sit; climb or balance; and stoop, kneel, crouch, or bend.

**COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

**PUBLIC SECTOR COMPETENCIES:**

**Integrity:** Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

**Accountability:** Accepts responsibility for actions and results.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

**TECHNICAL COMPETENCIES:**

**Communication Skills:** Shares information in writing or verbally.

Concisely and correctly answers questions and/or advises, explains, or conveys information to internal/external customers and other professionals. Asks appropriate questions to gain information to accurately account for inventory and to resolve pertinent issues. Participates effectively in meetings, seminars, and training sessions. Presents written and oral information using proper grammar, punctuation, and content. Appropriately documents information using tools such as: electronic work papers, barcode scanners, letters, e-mails, reports, memorandums, etc. Exercises professional courtesy in all communications.

**Workflow Management:** The ability and willingness to perform work within defined specifications and timelines and to manage conflicting priorities.

Schedules and manages workload to assist in achievement of desired goals. Effectively utilizes agency assets such as work time, computer equipment, supplies, etc. Resolves all tasks timely and accurately. Exercises appropriate level of professional skepticism based on information obtained. Adapts to a variety of situations and surroundings. Pays close attention to details and has the ability to work in a multi-task environment.

**Functional Capability:** Possesses or is capable for developing the specific knowledge and technical abilities to succeed in the specified position.

Possesses knowledge of specific laws as to how fixed assets shall be maintained or disposed. Possesses knowledge of and explains laws, rules, and regulations of the state.

**Professional Maturity:** Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled, and enables the incumbent to deal with situations in the workplace in a professional manner.

Able to assess the situation and appropriately respond. Exhibits the appropriate degree of confidence, assertion, tolerance, patience, and empathy. Knows when to refer an issue to the appropriate level of management. Complies with agency standards. Responds appropriately to supervision and administrative decisions. Takes initiative to accomplish goals. Maintains appropriate standards of confidentiality and objectivity.

**Audit Performance:** Has the abilities and attributes to successfully perform the duties of an audit.

Inspects and verifies fixed assets inventories in state agencies, universities, public schools, and counties. Prepares written audit reports. Conducts follow up audits. Inspects city and county vehicles for proper markings.

**Technical:** Is proficient in operating technical equipment in performing duties of the job.

Uses computer software to complete assigned tasks, meet agency goals, and produce required results. Operates barcode scanner.

**ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Inspects city and county vehicles for proper markings.
2. Audits the fixed assets in agencies, universities, public schools, or counties and relates policy and procedures for the fixed assets as necessary.
3. Assists in training personnel and conducting instructional programs.

**EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Inspects vehicles for proper markings.

Inspects and verifies fixed assets inventories in state agencies, universities, public schools, and counties.

Prepares computer formatted audit reports.

Generates electronic work papers.

Operates barcode scanners.

Relates policy and procedures for fixed assets to state agencies, universities, and counties.

Participates in exit conferences.

Assists in conducting instructional procedures for employees of state agencies, universities, school districts, and counties.

Assists Director in training new personnel.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.