**Staff Auditor-Oklahoma City**

The Oklahoma State Auditor and Inspector’s Office is actively recruiting for the position of Staff Auditor in our Minerals Management Division located in Oklahoma City. The Auditor will be responsible for identifying, analyzing, and resolving audit problems affecting compliance with laws or regulations related to oil and gas revenue accounting, as well as analyzing system data in an auditing capacity. Our goal is to promote accountability of Federal royalties paid on oil and gas production from Oklahoma Federal Lands. State and Federal law allows the State Auditor and Inspector’s Office to review or audit valuations of the practices/operations of payors reporting Federal royalties.

**DUTIES**: You will utilize your accounting and auditing skills as part of an audit team that evaluates compliance with Federal laws and regulations, oil and gas industry regulations, and Office of Natural Resources Revenue (ONRR) Policies and Procedures.

**RESPONSIBILITIES**: Your responsibilities will include conducting interviews with client personnel, evaluating internal controls, performing specific audit procedures, and preparing audit working papers to be used in writing the final audit report. As an Auditor, typical work assignments include:

* Gathering appropriate data to analyze and make decisions related to audit initiation;
* Analyzing audit evidence for making determinations regarding the appropriateness of royalty payments by payors;
* Communicating in writing when issuing preliminary determination, demand orders for payment and audit reports to auditees and others;
* Keeping abreast of oil and gas industry practices and ONRR regulations that affect audits of royalty payors, and;
* Staying technically competent in the use of computer programs including Microsoft Word, Excel and electronic audit software.

**EDUCATION/EXPERIENCE**: The successful candidate must have a bachelor's degree in accounting. You MUST provide transcripts or other documentation to support your education.

**ADDITIONAL SKILLS**: The successful candidate must have strong verbal and written communication skills and the ability to work as part of a team. Minimal travel is required.

**REQUIREMENTS:**

**Conditions of Employment**

•U.S. Citizenship is required.

• **Background checks and security clearance**

* Security clearance
* Suitable for Federal employment, determined by Federal - Background Investigation

The Oklahoma State Auditor and Inspector’s Office offers a competitive salary and excellent state benefits. The annual salary range is $36,000-48,000. If interested, please submit a letter of interest referencing the position and your resume to Mark Hudson at mhudson@sai.ok.gov by April 13, 2018.

Mark Hudson, CPA, CGMA

Director of Audits, Specialized Audit Division

3020 N. Stiles Avenue

Oklahoma City, OK 73105

mhudson@sai.ok.gov

Ph. (405) 522-6481

The Oklahoma State Auditor and Inspector’s Office is committed to our policy to provide equal employment and advancement opportunity without regard to political or religious opinion or affiliation, race, creed, gender, age, color, national origin, or disability, so long as the disability does not render the person unable to do the work for which employed. All qualified applicants are encouraged to apply.