



**Have a life. Have a Career. Make a difference.**



The Oklahoma State Auditor and Inspector's Office offers a competitive salary and excellent state benefits. The annual salary range is \$40,000 - \$50,000. If interested, please submit a letter of interest referencing the position and your resume to Melissa Capps at [mcapps@sai.ok.gov](mailto:mcapps@sai.ok.gov) by May 31, 2019

Melissa Capps, Deputy Director, Operational/Performance Audit Division  
Room 123, State Capitol  
Oklahoma City, OK 73105  
[mcapps@sai.ok.gov](mailto:mcapps@sai.ok.gov)  
Ph. (405) 522-6445

The Oklahoma State Auditor and Inspector's Office is actively recruiting for the position of Staff Auditor in our Operational/Performance Audit Division located in Oklahoma City. Our goal is to promote accountability and fiscal integrity in state and local government. Oklahoma law requires the State Auditor and Inspector's Office to audit the books and accounts of all state agencies whose duty it is to collect, disburse, or manage funds of the state. This includes assessment of internal controls and compliance with laws and regulations. At the request of the governor, legislature, or public entity management, we also conduct performance audits with unique objectives such as assessments of efficiency and effectiveness.

**DUTIES:**

You will utilize your accounting and auditing skills as part of an audit team that evaluates internal control processes, financial position, compliance with laws and regulations, and the efficiency and effectiveness of operations and procedures of state government agencies, in accordance with government auditing standards.

**RESPONSIBILITIES:**

Include conducting interviews with client personnel; evaluating internal controls and documenting control processes; developing audit objectives and performing specific audit procedures; and preparing audit working papers to be used in writing the final audit report.

**EDUCATION/EXPERIENCE:**

The successful candidate must have a bachelor's degree in accounting, or other business related field.

**ADDITIONAL SKILLS:**

The successful candidate must have strong verbal and written communication skills, be proficient in Excel, Adobe Acrobat, and Word, be able to work both as part of a team and independently and be self-motivated. Minimal travel is required.

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.