

Specifications for the Class of

AUDIT SPECIALIST 1, TRANSPORTATION

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Under close supervision, performs entry-level professional audits or portions of audits within WSDOT, local governments, private and/or private non-profit organizations in accordance with applicable professional standards; or, investigates and researches administrative, financial, and compliance regulations in support of Transportation management.

Typical Work

This is an entry-level audit specialist position.

Assists in audits and reviews of WSDOT, local governments, utilities, consultants, private and/or private non-profit firms, in accordance with applicable professional standards; compiles work papers and exhibits; prepares draft reports or portions of reports summarizing findings for review by the supervising Audit Specialist;

Researches and interprets financial data, procedures and controls supporting financial administrative records and activities to determine if an organization is in compliance with federal, state and agency requirements;

Assists in the examination of WSDOT procedures and policies that have been implemented to correct deficiencies reported in prior audit reports or management reviews, to determine if corrective actions are adequate to satisfy deficiencies. Participates in on-site testing of transactions to determine that corrective procedures have been implemented and are working as intended. Participates in discussions with representatives of audited organizations regarding proposed changes and findings;

Attends classes and seminars to improve technical knowledge and proficiency and meet required professional audit standards training;

Performs other work as required.

Knowledge and Abilities

Knowledge of: principles, standards and procedures of general and governmental accounting and professional auditing; organizational structures; and word processing and spreadsheet software applications.

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Ability to: write clearly and concisely; perform computations quickly and accurately; prepare accurate accounting entries and adjustments; prepare well-organized work papers; conduct routine independent audits and assist in conducting more complex audits.

Minimum Qualifications

A Bachelor's degree in accounting, business administration or public administration, economics, computer science, or an allied field including at least 20 semester (30 quarter) credits in college-level accounting courses.

OR

Completion of an equivalent course of study in accounting through a recognized extension, business or correspondence school, and one year of experience equivalent to the Fiscal Technician - Accounting level in state service.

New class: 11/14/94