

Specification for Class of

BUSINESS AND PROFESSIONS AUDITOR 1
Abolished Initially Effective January 13, 2006
Abolished Final Effective February 10, 2006

Definition: Within the Department of Licensing, plans, coordinates, evaluates, and conducts comprehensive financial investigations, compliance assessments, and auditing/examining of accounting systems and business practices of multiple professional occupations licensed by the Department of Licensing to determine compliance in accordance with Generally Accepted Accounting Principles and Generally Accepted Auditing Standards consistent with department policies, guidelines, state statutes, and administrative codes. These audits are generally performed at the licensee's place of business within the state of Washington.

Distinguishing Characteristics: Incumbents participate in a twelve-month individualized training plan developed by the agency. Incumbents work under the close supervision of a Business and Professions Auditor 2 or manager engaging in a series of audits to learn the full range and scope of the audit/investigative functions of this class series. After the successful completion of the 12-month training plan incumbents will advance to the class of Business and Professions Auditor 2.

Typical Work

Under close supervision and training, performs the following duties:

Provides a full range of priority, special, routine, investigative and technical assistance audit functions including, but not limited to, examinations of collection agencies, sellers of travel, auctioneers, bail bonds agents, camping resorts, real estate brokers, property managers, and timeshare sellers;

Investigates diversified accounting record keeping systems susceptible to fraud and theft;

Reconstructs complex manual and computerized accounting systems to prove fraud and/or theft to support violations found;

Prepares comprehensive, detailed reports on the exhibits and findings of the investigation or audit, disseminating information

to the department, licensees, local municipalities, state agencies, federal agencies, prosecutors or attorney general;

Manages substantial amounts of evidence and documentation for fraud and/or theft reports;

Travels to and from multiple audit sites, bringing a portable computer, reference materials and supplies to each location; Travel may be for extended periods of time, working outside designated regions;

Works effectively with uncooperative licensees and management staff, sometimes in a hostile and intimidating environment by soliciting and securing necessary transaction documents, accounting records, written statements and information;

Investigates consumer complaints regarding allegations of theft, conversion and misappropriation of trust funds and to complete investigation and prepare report of the findings;

Verifies that single and multiple owner trust bank accounts are reconciled with client liability;

Obtains statements and/or confessions from licensee(s) or staff regarding cases of licensing law violations including theft, conversion, missing trust funds, unlicensed activity, insolvency, etc;

Examines account discrepancies including the cause for shortages, overages and/or misappropriation of funds;

Reviews or reconstructs account records and financial transactions as necessary; Provides a cash flow analysis showing the deposits and disbursements to/from several different bank accounts to safeguard public trust funds;

Researches and analyzes general and detailed accounting systems of private industry professions to determine the validity/correctness of these records to ensure they are operating accurately and in compliance with applicable regulatory requirements, statutory requirements and department policies for the protection of the public;

Analyzes costs and benefits to determine and recommend to the department and/or licensee(s) the best alternative courses of action to identify and correct deficiencies and inaccuracies;

Reviews profession transactions to account for client trust funds and compliance with department statutes;

Identifies and secures pertinent documents in accordance with the rules of evidence; This may involve serving demand letters, subpoenas or other forms of requests to obtain such documents; These documents may include accounting records, purchase and sale agreements, property management agreements, leases, promissory notes, invoices, closing statements, original debt instruments, statutory notices, client contracts, remittance reports, satisfaction filings, garnishments, collateral agreements, inventories of collateral, court exonerations, travel itineraries, etc;

Conducts entrance and exit conferences with licensee(s) and/or management staff, reviewing the purpose of the audit/investigation and findings with the licensee(s);

Assists law enforcement, prosecutors, federal agencies, and attorney general by providing technical assistance or as an expert witness; Provides expert testimony in administrative or criminal hearings;

Provides expert technical assistance to licensees, consumers and other agencies;

Makes oral and written presentations to industry groups;

Performs other work as required.

Knowledge and Abilities

Knowledge of

Real Estate Licensing Law (including Property Management) (RCW 18.85); Brokers' Agency Law (RCW 18.86); Collection Agency Law (RCW 19.16); Seller of Travel Registration Act (RCW 19.138); Auctioneer Law (RCW 18.11); Bail Bonds Agents (RCW 18.185); Camping Resorts Act (RCW 19.105); Timeshare (RCW 64.36); and the Rules and Regulations (WACs) pertaining to these laws. Generally Accepted Accounting Principles (GAAP); Generally Accepted Auditing Standards (GAAS); consistent with department policies and guidelines. Theory and practices of accounting.

Ability to

Plan and conduct comprehensive audits and/or investigations; prepare a complete and accurate audit report; recommend

improvements to licensee accounting practices; maintain a positive working relationship with licensees and coworkers; communicate effectively, both orally and in writing; maintain a flexible approach to all assignments; travel extensively and work independently.

Minimum Qualifications

A Bachelor's degree involving major study in business or public administration or closely allied field which includes 20 semester or 30 quarter hours of accounting. AND

One year of professional auditing or accounting experience.

Professional accounting or auditing experience will substitute, year for year, for the bachelor's degree provided that the candidate has completed at least 20 semester or 30 quarter hours of college level accounting.

A master's degree in business or public administration or closely allied field, or certification as a Certified Public Accountant (CPA) will substitute for one year of the required professional experience.

Revised: 5-1-63

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Revised definition and minimum qualifications: 12-20-74

Revised minimum qualifications and general revision: 3-14-80

Revised definition and minimum qualifications, added distinguishing

characteristics, title and code change (formerly Real Estate Auditor 1 -4750): 6-13-85

Revised definition, distinguishing characteristics, and minimum qualifications: 2-14-92

Revised title, (formerly Real Estate Auditor 2), salary, definition, desirable characteristics, minimum qualifications, probationary period: 9-14-01