

JOB VACANCY NOTICE

Texas Lottery Commission
P.O. Box 16630, Austin, Texas 78761-6630
Telephone: (512) 344-5000

Quality Control Senior Auditor

Posting Number: 010110

Posting Date: 1/12/2010

Closing Date: Open Until Filled

Salary: B23, \$53,502 - \$75,000.00/yr.

Number of Vacancies: 1 Full Time

FLSA Status: Exempt / Auditor V (1050)

Division: Charitable Bingo

Work Location Address: 611 East 6th Street, Austin, TX 78701

Refer to: Human Resources

Telephone: (512) 344-5333

Job Summary:

Performs advanced (senior-level) bingo audit work. Performs advanced quality control analysis review work to include review of audit programs, audit procedures, audit results, and audit working papers. Work involves examining, investigating, and reviewing records, reports, financial statements, information systems, and management practices to ensure legal compliance with state statutes and internal regulations; conducting audits for program economy, efficiency, and effectiveness; and interpreting and applying legal decisions and departmental rulings. Work involves planning and coordinating program activities to ensure compliance with state and internal regulations and identifying the potential impact of program changes on the quality control system. Works in a manner that exemplifies and supports the agency's core values of integrity, responsibility, innovation, fiscal accountability, customer responsiveness, teamwork, and excellence. May assign and/or coordinate the work of others. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment. This position reports to the Audit Manager.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with a degree in Accounting or business related field is required. (Experience in accounting or auditing, in excess of the required five years, may substitute for college on a year-for-year basis.)
- Five years of experience in auditing is required.
- Three years of experience in reviewing audit working papers and/or performing quality control over audits OR three years in a management position over the audit function is required.
- Certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA) or Certified Government Auditing Professional (CGAP) is required; The Charitable Bingo Operations division encourages Audit staff to obtain certification for professional development.
- Experience with personal computers, including word processing and spreadsheet software is required.
- Experience with databases is required.
- Willingness to work irregular hours, weekends, holidays, and nights as workload may require.
- Willingness to travel up to 25% within the State is required.
- Experience with the following Bingo database systems is preferred: ACBS and CAMP systems.

Knowledge, Skills, and Abilities:

- Extensive knowledge of accounting methods and systems, of business practices, of generally accepted auditing standards and procedures, of legal contracts and business law, and of computer technology principles, terminology, programming, and automated systems.
- Extensive technical knowledge of general and specialized auditing techniques and procedures.

- Considerable knowledge of microcomputer-based spreadsheet and word processing software, automated audit programs and databases.
- Knowledge and understanding of the Bingo Enabling Act and Charitable Bingo Administrative Rules.
- Ability to compose clear and concise audit reports.
- Ability to gather and analyze accurate and relevant audit information.
- Ability to communicate effectively.
- Ability to evaluate accounting and management operations systems for accuracy and legal conformance.
- Ability to accurately complete and assemble audit working papers.
- Ability to plan, assign, and/or coordinate the work of others.
- Ability to train others.
- Ability to lead assigned audit teams to meet the quantitative and qualitative work expectations.
- Ability to develop and interpret policies and procedures and to analyze and evaluate the application of policies to determine compliance.
- Ability to evaluate documentation of audits and determine whether appropriate decisions were made.
- Ability to plan, coordinate, and administer quality control program activities to ensure compliance with state and internal regulations.
- Ability to identify problems and develop solutions.

Physical and Mental Requirements:

- Ability to sit or stand for extended periods of time, work under deadlines, and operate standard office equipment and computer software.
- Ability and willingness to work in various environments, including premises licensed to conduct bingo.
- Ability to work with complex numerical detail for long periods of time.

Essential Job Functions:

Leads inspections and audit assignments and engagements:

- Oversees inspections and/or audits for completeness; compliance with standards; uniformity in method; and adherence to statutes, departmental rulings, and legal decisions.
- Oversees and/or examines and analyzes management operations, internal control structures and systems, and accounting records for reliability, adequacy, accuracy, efficiency, and compliance with legal regulations.
- Oversees and/or develops audit scope, objectives, programs, procedures, and deliverables.
- Recommends and advises management regarding changes in business processes, information systems, and accounting or management procedures.
- Conducts post-audit assessments.
- Provides budget, deadlines, and other information for specialized auditing requirements.
- May plan, assign, and/or coordinate the work of others.
- May coordinate work in the absence of the Audit Manager.

Reviews working papers in accordance with professional standards, division policies, procedures and guidance:

- Reviews for sufficient and appropriate evidence to provide a reasonable basis for audit findings and conclusions and supports audit objectives.
- Reviews for quality of evidence that encompasses the relevance, validity, and reliability of evidence used for addressing the audit objectives and supporting findings and conclusions.
- Reviews for quantity of evidence to support the findings and conclusions related to audit objectives and audit procedures.
- Reviews and/or develops statistical sampling plans.
- Reviews working papers for organization, consistency, order, complete format, accuracy and completeness, including appropriate information obtained and documented, correct spelling, and grammar used.
- Reviews the work of Division staff, checking for accuracy, thoroughness, and conformance of the work to Commission policies and procedures.

Professionally and competently communicates (both verbally and in writing) with internal and external parties. Communication includes audit reports, written results of inspection and audit reviews conducted or work performed, oral presentations or briefings to management and/or the Commissioners, representing the Division to internal parties, and representing the agency to external parties.

- Oversees and/or prepares inspection and audit reports including the preparation of outlines, specification of reviews, preparation of draft reports for review and approval, preparation of the final reports, incorporating client comments as appropriate.
- Oversees and/or prepares complete audit reports that include audit objectives, scope, methodology, and the audit results, including findings, conclusions and recommendations, as appropriate.
- Oversees and/or prepares audit reports in a logical, organized format and information contained is supported by working papers and is accurate by facts including correct spelling, grammar and information obtained and documented.
- Succinctly and timely communicates status of projects and activities including any deviations from assignments and audit activities, and reports erroneous or questionable transactions.

Stays abreast of changes and developments in the environment that may impact the operations of the Commission and of changes and developments in the auditing profession and charitable bingo industry.

Conducts all work in accordance with professional standards, division policies, procedures and guidance and maintains uniform, professional standards of audit work.

Testifies at administrative hearings and before courts of jurisdiction.

Mentors, coordinates, trains, and corrects the work of junior Division staff.

- Provides technical guidance and assistance during the review process and may provide technical direction to auditors confronted with unusual or complex accounting transactions.
- Develops and delivers staff training as new program policies, procedures and rules are developed and implemented.

Provides assistance in the administration of the Division, including the development of an annual audit plan, performing quality control of Division activities, assisting with strategic planning, and in the establishment of internal policies and procedures.

- Administers and oversees quality control programs to ensure the accuracy and timeliness of data and the timely and ongoing transmittal of completed reviews.
- Monitors functions of other staff involved in the quality control process to guarantee timely compliance with assigned tasks, goals, and objectives.
- Evaluates quality control reviews for accuracy and compliance with state and internal requirements.
- Works with staff to identify and modify quality control procedures to meet the changing information needs of the program and staff.
- Develops and implements annual risk assessment and audit plans.
- Analyzes, interprets, and reports data to management and participates in corrective action planning.
- Develops CBOD policy, procedures and writes and recommends Rules as it relates to Bingo Operations conducted by licensed organization to improve internal controls in the industry.
- Prepares status reports, timesheets, and travel requests timely, accurately, and completely.

Performs related work or special assignments as assigned.

HOW TO APPLY:

Each position applied for must have a separate State of Texas Application for Employment submitted referencing the above position number and title by application deadline to:

Texas Lottery Commission
 Human Resources Department
 Post Office Box 16630
 Austin, Texas 78761-6630

This application may be obtained at the Lottery Headquarters, any Lottery Claim Center, or Texas Workforce Commission offices throughout the State. A completed State of Texas Employment application must be received in our Human Resources office or any Lottery Claim Center statewide by 5:00 p.m. on closing date.

Applications submitted via express or overnight delivery mail services should be mailed to the following address:

Texas Lottery Commission
Attention: Human Resources
611 East 6th Street
Austin, Texas 78701

Applicants are solely responsible for timely delivery of applications by the deadline.

Proud of Our Diversity - Committed to Equal Employment Opportunities

Applications are not accepted unless submitted for a particular position. Only applicants who are invited to interview for the position will be advised of the outcome of the selection process. Tele-conferencing or video-conferencing may be provided for distant interviewees. Selection for the position will be subject to an extensive criminal background investigation. In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office. The State Lottery Act contains provisions that set out causes for rejection if applicable. All positions serve at the will of the Executive Director. Job line information is 344-5333 in Austin. Long Distance callers may dial 1-800-395-JOBS (5627). Persons with a disability needing special services should call 512-344-5000 three (3) days in advance so that appropriate arrangements can be made.