

JOB VACANCY NOTICE

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

Internal Auditor

Posting Number: 120111

Posting Date: 12/16/2011

Closing Date: Open Until Filled

Salary: B17, \$35,651 - \$55,258/yr., B19, \$40,816 - \$65,306/yr., B21, \$46,731 - \$74,769/yr.

Number of Vacancies: 1 Full Time

FLSA Status: Exempt / Auditor II (1044), Auditor III (1046), Auditor IV (1048)

Division: Internal Audit

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

Refer to: Human Resources

Telephone: (512) 344-5333

Job Summary:

Performs internal auditing of the Texas Lottery Commission (agency). Analyzes and evaluates the integrity, reliability, adequacy, and effectiveness of internal control systems within the agency. Work involves providing independent and objective assurance and consulting/advisory services designed to add value and improve the agency's operations. Work involves assisting the three member Commission and agency management by furnishing independent analyses, appraisals, and recommendations, assessing the adequacy and effectiveness of the various functions and control systems within the agency, advising the three member Commission and agency management concerning the condition of those functions and systems, and developing recommendations to enhance economy, efficiency, effectiveness, and excellence. All work conforms to the Standards for the Professional Practice of Internal Auditing and the Code of Ethics contained in the Professional Practices Framework as promulgated by the Institute of Internal Auditors, and generally accepted government auditing standards. May assist in external audits of the Texas Lottery Commission. Reports to the Director of Internal Audit.

Auditor II (B17):

Performs routine (journey-level) internal auditing work. Assists the three-member Commission and agency management by furnishing independent analyses, appraisals, and recommendations, assessing the adequacy and effectiveness of the various functions and control systems within the agency, advising the three-member Commission and agency management concerning the condition of those functions and systems, and developing recommendations to enhance economy, efficiency, effectiveness, and excellence. 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. Works under moderate supervision with limited latitude for the use of initiative and independent judgment. Reports to the Director of Internal Audit.

Auditor III (B19):

Performs moderately complex (journey-level) internal auditing work. Assists the three-member Commission and agency management by furnishing independent analyses, appraisals, and recommendations, assessing the adequacy and effectiveness of the various functions and control systems within the agency, advising the three-member Commission and agency management concerning the condition of those functions and systems, and developing recommendations to enhance economy, efficiency, effectiveness, and excellence. 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. Works under

general supervision with moderate latitude for the use of initiative and independent judgment. May train others. Reports to the Director of Internal Audit.

Auditor IV (B21):

Performs highly complex (senior-level) internal auditing work. Assists the three-member Commission and agency management by furnishing independent analyses, appraisals, and recommendations, assessing the adequacy and effectiveness of the various functions and control systems within the agency, advising the three-member Commission and agency management concerning the condition of those functions and systems, and developing recommendations to enhance economy, efficiency, effectiveness, and excellence. 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. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. May coordinate the work of others. Reports to the Director of Internal Audit.

Minimum Qualifications:

Auditor II

- Graduation from an accredited four-year college or university with a bachelor's degree in Accounting, Auditing, or related field is required.
- One year experience in auditing or evaluating financial systems, program effectiveness and efficiency, or compliance is required.
- Current Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) certification/license or progress toward certification/licensure is preferred.
- One year internal auditing experience is preferred.
- Prior Texas state agency internal auditing experience is preferred.
- One year financial auditing experience is preferred.
- One year information systems auditing or systems analyst experience is preferred.
- Willingness to travel and work evenings, weekends, and holidays as workload may require is required.

Auditor III

- Graduation from an accredited four-year college or university with a degree in Accounting, Auditing, or related field is required.
- Current Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) certification/license or progress toward certification/licensure is preferred.
- Three years experience in auditing or evaluating financial systems, program effectiveness and efficiency, or compliance is required.
- Two years internal auditing experience is preferred.
- Prior Texas state agency internal auditing experience is preferred.
- Two years financial auditing experience is preferred.
- Two years information systems auditing or systems analyst experience is preferred.
- Willingness to travel and work evenings, weekends, and holidays as workload may require is required.

Auditor IV

- Graduation from an accredited four-year college or university with a degree in Accounting, Auditing, or related field is required.
- Current Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) certification/license is required.
- Four years experience in auditing or evaluating financial systems, program effectiveness and efficiency, or compliance is required.
- Advanced Degree - MBA, MPA, or related fields is preferred
- Three years internal auditing experience is preferred.
- Prior Texas state agency internal auditing experience is preferred.
- Three years financial auditing experience is preferred.
- Three years information systems auditing or systems analyst experience is preferred.
- Willingness to travel and work evenings, weekends, and holidays as workload may require is required.

Knowledge, Skills, and Abilities:

- Knowledge of accounting and auditing methods and systems.
- Knowledge of generally accepted auditing standards and procedures.
- Knowledge of computer technology principles, terminology, programming, and automated systems. (Auditor III & IV)
- 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. (Auditor III & IV)
- Ability to accurately complete and assemble audit working papers. (Auditor III & IV)
- Ability to train others. (Auditor III & IV)
- Ability to coordinate the work of others. (Auditor IV)
- Proficiency in Microsoft software applications including MS Word and MS Excel.

Physical and Mental Requirements:

- Must be able to sit or stand for extended periods of time, work under deadlines, and operate standard office equipment and computer software.
- A writing test may be administered to applicants selected for an interview.

Essential Job Functions:**Auditor II**

- Assists in providing assurance audit and advisory services.
- Prepares working papers in accordance with professional standards, and division policies, procedures and guidance.
- Professionally and competently communicates (both verbally and in writing) with internal and external parties. Communication includes written internal audit reports, other written results of internal 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.
- Stays abreast of changes and developments in the environment that may impact the operations of the Commission and of changes and developments in the internal auditing profession.
- Conducts all work in accordance with the *Standards for the Professional Practice of Internal Auditing* and the Code of Ethics contained in the Professional Practices Framework as promulgated by the Institute of Internal Auditors, and generally accepted governmental auditing standards (GAGAS).
- Performs related work or special assignments as assigned.

Auditor III

- Conducts assurance audit and advisory services engagements.
- Prepares working papers in accordance with professional standards, and division policies, procedures and guidance.
- Professionally and competently communicates (both verbally and in writing) with internal and external parties. Communication includes written internal audit reports, other written results of internal 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.
- Stays abreast of changes and developments in the environment that may impact the operations of the Commission and of changes and developments in the internal auditing profession.
- Assists junior Division staff.
- Provides assistance in the administration of the Division.
- Conducts all work in accordance with the *Standards for the Professional Practice of Internal Auditing* and the Code of Ethics contained in the Professional Practices Framework as promulgated by the Institute of Internal Auditors, and generally accepted governmental auditing standards (GAGAS).
- Performs related work or special assignments as assigned.

Auditor IV

- Conducts assurance audit and advisory services engagements.
- Reviews and prepares working papers in accordance with professional standards, and division policies, procedures and guidance.
- Professionally and competently communicates (both verbally and in writing) with internal and external parties. Communication includes written internal audit reports, other written results of internal 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.

- Stays abreast of changes and developments in the environment that may impact the operations of the Commission and of changes and developments in the internal auditing profession.
- Coordinates, evaluates, trains, and corrects the work of junior Division staff.
- Provides assistance in the administration of the Division.
- Conducts all work in accordance with the Standards for the Professional Practice of Internal Auditing and the Code of Ethics contained in the Professional Practices Framework as promulgated by the Institute of Internal Auditors, and generally accepted governmental auditing standards (GAGAS).
- 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.