



**CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS**

**COMPLIANCE SPECIALIST  
(Auditor IV)**

**General Position Summary**

This position is responsible for performing highly complex auditing, compliance and technical assistance work. Work involves examining, reviewing records, reports, financial statements, and management practices to ensure compliance with state statutes and internal regulations. Provides high quality analytics and insights to support compliance monitoring activities. Responsible for the development and production of statistical and analytical reports that support planning and decision-making and measure progress. Supports the work of and interacts in consultation with agency staff in the prevention, academic research, and product development research program areas, as well as finance, legal, and compliance areas. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

**Salary Range** \$48,278 - \$78,953/year

**Closing Date:** May 4, 2018, 5:00 p.m.

**GENERAL QUALIFICATION REQUIREMENTS:**

**Experience and Education**

Three years of full-time experience working in the following fields or a combination thereof: accounting, auditing or compliance monitoring.

Experience auditing, evaluating accounting and management systems, relevant analytical/reporting, conducting management reviews, interpreting state laws, and policies and procedures pertaining to grant awards. Experience and ability to verbally communicate compliance info in a clear, concise manner.

Advanced proficiency in excel, including macros, pivot tables, and ability to create complex and combination formulas.

Bachelor's Degree in Accounting, Finance or Business Administration, or related field is required. Experience and education may be substituted for one another on a year-for-year basis.

Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) is preferred.

## **Knowledge and Abilities**

Knowledge of accounting and auditing methods and Uniform Grant Management Standards UGMS. Skill in the use of computers, associated software applications, and sampling techniques. Highly organized with the ability to prioritize workload, to meet deadlines and manage several projects at one time. Ability to prepare documents, compose reports, and correspondence with precision, attention to detail and accuracy. Ability to develop, evaluate, and interpret agency policies and procedures. High degree of flexibility to respond quickly to changing goals with the ability to work under pressure and meet deadlines. Ability to develop, build, and maintain reports that contain actionable metrics to monitor the performance of our operations. Ability to travel throughout Texas to conduct on-site reviews. Ability to work in a proprietary grant management computer database system. Proficiency with Microsoft Office Excel, Word, Outlook and SharePoint. Sedentary for prolonged periods of time in front of a computer; however standing and walking is routinely necessary. Use of manual dexterity; ability to lift and handle office related items weighing up to 10 pounds. Cognitive abilities to learn, recall, apply practices, and the stamina to maintain attention to detail despite interruptions.

## **EXAMPLES OF WORK PERFORMED**

Monitors grant recipient compliance via on-site and desk reviews.

Performs complex reviews to ensure adherence to state statutes, agency regulations, and the exercise of good stewardship of state funds.

Develops audit scopes, objectives, procedures, and deliverables.

Develops statistical sampling plans.

Examines and analyzes the management operations, internal controls, and accounting records of grantees for reliability, adequacy, accuracy, efficiency, and compliance with regulations; and reports erroneous or questionable transactions.

Prepares audit reports, including the preparation of outlines, specification of internal reviews, preparation of draft reports, review of the draft reports with clients, preparation of the final reports incorporating client comments as appropriate, and submission of the final reports for review and approval.

Advises on the requirements, liabilities, and penalties of compliance and noncompliance, and recommends improved accounting or management operation systems controls.

Effectively communicates, interprets, and clarifies agency policies and procedures and requirements to ensure compliance with applicable statutes, rules and other requirements.

Provides on-going training for grant recipients related to agency policy and procedures and guidance to maximize grant recipients' performance.

Recommends changes in business processes and accounting or management procedures.

Defines audit issues by researching specific topics through interviews, document reviews, prior audit findings, and other research techniques.

Plans and organizes audit procedures.

Conducts post-audit assessments.

May conduct special investigations into questionable accounting practices and records.

Evaluates grant recipient policies, procedures, and internal control mechanisms to ensure reported programmatic information is accurate, reliable, and timely, and that grant-funded resources, including capital equipment purchases, are adequately safeguarded.

Reviews grantee single audit reports to ensure compliance.

May review annual compliance attestation forms, monitors deficiencies and maintains a status report.

Undertakes special projects and performs all other duties as assigned.

**Military Occupational Codes:**

The Military Occupational Specialty (MOS) codes applicable to this position can be accessed at: [http://www.hr.sao.state.tx.us/compensation/MilitaryCrosswalk/MOSC\\_AccountingAuditingandFinance.pdf](http://www.hr.sao.state.tx.us/compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf). Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields listed in the above link who meet the minimum qualifications listed above are encouraged to apply.

**Application Instructions**

If you meet the qualifications, complete and submit a State of Texas application to Cancer Prevention and Research Institute of Texas, Human Resources, P.O. Box 12097, Austin, Texas 78711. State of Texas application may be obtained from <http://cprit.texas.gov/about-cprit/cprit-employment-opportunities>. Applications may also be submitted via the WorkInTexas.com site.

All resumes must be accompanied by a fully completed state of Texas application. Incomplete applications may be disqualified at the agency's discretion. Faxed and emailed applications will not be accepted. Non-smoking office and building located in Capitol Complex of Austin, Texas. The Cancer Prevention & Research Institute of Texas is an equal opportunity employer.