

SUPPLEMENTAL JOB DESCRIPTION

Classification: Internal Auditor II
Position Title: Internal Auditor II
Position Number: 43596

Function Code: 5302-21
Date Established: 07/01/09
Date of Last Amendment: 12/28/01

SCOPE OF WORK: To review and audit accounting and financial programs and operations within The Liquor Commission and to develop written recommendations based on objective analysis.

ACCOUNTABILITIES:

- Designs audit programs to test the accuracy of financial records and performs desk audits to assure the Liquor Commissions compliance with state statutes and generally accepted accounting principles. Also conducts and oversees the performance of field audits of the retail liquor stores, warehouse operations and the Division of Enforcement and Licensing.
- Conducts independent protective and constructive audits for the purpose of reviewing effectiveness of controls, financial records and operations, including developing recommendations for alternative course of action for all sections of the Liquor Commission.
- Schedules and reviews the work and activities of subordinate professional auditing staff as assigned, including identifying the standards under which the audits are accomplished.
- Develops audit reports to describe audit findings and recommendations, and to ensure that audit trails have been properly established and completed. Assists in the establishment of policies and procedures to improve audit management, audit planning and other performance controls.
- Performs daily reviews of financial transactions for symptoms or patterns of fraudulent activity, including but not limited to store affidavits, voids, returns, and no sale cash register activities.
- Works closely with Store Operations Management to discuss financial transaction and control issues within retail store locations. Reports issues of non-compliance to the Liquor Commissions Fraud and Loss Prevention Committees.

MINIMUM QUALIFICATIONS:

Per job specification and job classification.

DISCLAIMER STATEMENT:

The supplemental job description lists typical examples of work and is not intended to include every job and responsibility to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURE: The above is an accurate description of my position.

Employee's Name & Signature

Date Reviewed

Supervisor's Name & Title: Mark Stone – Accountant IV

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Reviewed