

Job Description

Title: QA Auditor
FLSA Status: Exempt

Department: Quality Assurance
Reports to: QA Manager

Job Summary:

The QA Auditor reports to the QA Manager and is responsible for the review, development and performing internal audit procedures and preparing internal audit reports reflecting the results of the work performed. Work performed will include coverage of functional and operating units, focusing on financial and operational processes.

Essential Duties and Responsibilities:

- Audits current controls and performance monitoring elements to assess effectiveness
- Works with the QA Manager to develop, implement, monitor and manage the company's compliance with internal control requirements.
- Apply accounting and auditing techniques within federal and state regulation standards
- Interact with various levels of management and staff in conducting interviews and testing internal process
- Audits/tests ongoing processes to assure continued compliance.
- Prepares report(s) based on the results of stated audits/tests to be presented and shared with senior staff.
- Assists in the oversight of the management and maintenance of the policies and procedures for Risk Testing, Fraud Prevention, and Internal Controls.
- Responsible for coordination, preparation and submission of OEL desk reviews.
- Conduct financial and operational audits as requested.
- Audits statements for accuracy, and determines allowable expenses.
- Conducts random desk reviews of the MIP accounting system & the Coalition's cell phone accounts to ensure compliance with ELC policies & procedures. Analyze adequacy, reliability and compliance of internal control systems
- Identify process improvements that lead to cost savings or revenue enhancement opportunities
- Review and evaluate policies and procedures.
- Ensures that all information of confidential nature is held in a secure and confidential method.
- Assist with external audits
- Ensure that all audit records and documentation are accurate and in compliance with applicable regulations.
- Ability to work independently, with limited required direction and guidance
- Assists, as appropriate, with any monitoring activities for all grant funded programs the ELC is responsible for, to insure compliance with funder requirements, as determined by the ELC.
- Performs related duties as required

Key Competencies:

- Accountability
- Excellent analytical skills
- Excellent interpersonal skills
- Excellent communication skills, both written and oral
- Ability to work effectively with a diverse population

Computer Equipment and Software Requirements:

- Microsoft Office Suite

Experience and Training:

- Bachelor Degree in business administration, finance or equivalent
- 3 – 5 years of experience internal or external audit experience; 5 years relevant experience required as well as substantial experience with accounting systems, cash receipting, financial analysis and establishment of financial controls
- Must have understanding of internal auditing standards and risk assessment practices
- Must have experience and understanding of the application of business management and accounting principles

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- Must possess ability to collaborate with senior level personnel and provide leadership to internal stakeholders regarding best business practices and continuous process improvement
- Must be competent in practical applications of accounting principles of fund accounting for governmental entities and have knowledge of Florida Statutes pertaining to the accounting and the internal controls required
- Experience in quality improvement preferred
- Prior experience with Sarbanes-Oxley preferred
- Willingness to do occasional travel if project requires
- Working knowledge of federal and state funding streams and competency in the development and utilization of E-Business tools and processes
- Training, education and/or experience may be substituted for certain minimum qualifications

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.