

**FIAU08 - AUDITOR II**Class Code:  
FIAU08STATE OF WYOMING  
Established Date: Apr 3, 2013  
Revision Date: Jun 30, 2019**SALARY RANGE**\$21.40 - \$27.58 Hourly  
\$3,709.09 - \$4,779.75 Monthly**CLASSIFICATION DESCRIPTION:****Occupational Group: FINANCIAL**  
**Class Family: AUDITING****CLASS FAMILY DESCRIPTION:**

This family of positions includes those whose purpose is to perform audits in accordance with Wyoming State Statutes and Federal regulations.

**DISTINGUISHING CHARACTERISTICS:**

These individual conduct independent audits of institutions requiring a basic level of knowledge to ensure that they are abiding by applicable state and federal laws and regulations as well as accounting and auditing standards. They may participate in examinations, projects or committees that are of varying complexity, priority, sensitivity, and problematic in nature. These positions do not have supervisory responsibilities and may be required to stay within an assigned budget.

**DESCRIPTION AND FUNCTIONS:**

**Open Until Filled** (This is for recruitment purposes. Please remove if not applicable)

**GENERAL DESCRIPTION:**

(This section is used for recruitment purposes.)

**Human Resource Contact:**

**ESSENTIAL FUNCTIONS:** The listed functions are illustrative only and are not intended to describe every function which may be performed in the job level.

- Performs extensive analysis of audited institution financial statements by verifying compliance with GAAP accounting requirements, Financial Accounting Standards (FAS), and Federal regulatory reporting requirements.
- Reviews and develops policies and procedures.
- Assists in conducting examinations of Wyoming institutions or external companies to ensure they are abiding by applicable laws and regulations governing banking and public entities.
- Conducts pre-examination preparation, coordination, and review. This includes reviewing prior reports, company or institution files and documents, and examining banking and mineral industry reports.
- Reviews projections, strategic plans/initiatives, corporate governance and disaster recovery, and business continuity and resumption plans.
- Conducts on-site examinations to include review of financial statements and reporting requirements.
- Reviews adequacy of operating procedures and internal controls.
- Conducts post examinations. This includes drafting initial comments of examination findings, and analyzing and comparing work papers.
- Attends both in state and out of state training.
- Presents limited depositions and provide basic information in front of a board, legislative committee, and local, state, or federal court.
- Testifies under oath to defend audit reports and findings.
- Analyzes and verifies that reported data is supported by source documentation.
- Performs detailed reviews of co-workers' audit files to ensure that conclusions are supported by evidence and are in compliance with statutes, rules and regulations.

## **QUALIFICATIONS:**

### **PREFERENCES:**

(This section is used for recruitment purposes.)

### **KNOWLEDGE:**

- Knowledge of GAGAS or other regulatory standards.
- Knowledge of researching information sources.
- Knowledge of Federal and State regulatory reporting requirements.
- Knowledge of types of internal and external audit reports.
- Knowledge of information technology security procedures.
- Knowledge of multiple and diverse accounting, computer and database systems as well as operating and personnel policies of each institution being audited.
- Knowledge of the theory and practice of accounting, management and information systems.

### **MINIMUM QUALIFICATIONS:**

#### **Education:**

Bachelor's Degree (typically in Finance)

**Experience:**

0-2 years of progressive work experience (typically in Auditing) with acquired knowledge at the level of an Auditor I

**OR****Education & Experience Substitution:**

3-5 years of progressive work experience (typically in Auditing) with acquired knowledge at the level of an Auditor I

**Certificates, Licenses, Registrations:**

None

**NECESSARY SPECIAL REQUIREMENTS:****PHYSICAL WORKING CONDITIONS:**

(This section is used for recruitment purposes)

**NOTES:** (This section is used for recruitment purposes.)

- FLSA:
- All new hires or rehires starting in a non-exempt position on or after January 1, 2018 are required to be paid hourly.

**SUPPLEMENTAL INFORMATION:**

Agency number, name and division (This is used for recruitment purposes)

Click [here](#) to view the State of Wyoming Classification and Pay Structure.

URL: <http://agency.governmentjobs.com/wyoming/default.cfm>

The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities.

*Class Specifications are subject to change, please refer to the A & I HRD Website to ensure that you have the most recent version.*