



## **JEFFERSON PARISH OFFICE OF INSPECTOR GENERAL JOB POSTING: ENTRY-LEVEL AUDITOR/EVALUATOR**

<b>Position Title:</b>	<b>Entry-level Auditor/Evaluator</b>	<b>Salary:</b>	<b>\$55,000-\$65,000</b>
<b>Date Posted:</b>	<b>05/08/2023</b>	<b>Location:</b>	<b>990 N. Corporate, Jefferson, LA</b>
<b>Deadline:</b>	<b>Open until filled</b>	<b>Apply to:</b>	<b>employment@jpoig.net</b>

### **How to Apply**

Qualified applicants should apply by sending the below documents to [employment@jpoig.net](mailto:employment@jpoig.net). Applicants may apply by sending documents via USPS or other national carrier to: ATTN Employment at JPOIG, Jefferson Parish Office of Inspector General, 990 N. Corporate, Suite 300, Jefferson, LA 70123:

1. Cover letter;
2. Resume;
3. Copies of college diplomas and/or transcripts;
4. Three (3) references.
- 5.

### **Applications will be considered when received.**

Applicants selected for interview will be required to provide two (2) Writing Samples (e.g., business school or professional reports or articles)

### **Kind of Work**

The Office of Inspector General is a department within Jefferson Parish government responsible for auditing, evaluating and investigating to detect and prevent fraud, waste and abuse in government. This position is responsible for conducting audits and evaluations varying in levels of complexity and difficulty. Audit activities include planning and preparing audits in accordance with Generally Accepted Government Auditing Standards (GAGAS); collecting and analyzing data such as bank records, financial statements, invoices, receipts and corporate filings. Evaluations include audit-like activity to assess efficiency and effectiveness of processes and programs.

### **Qualifications**

#### **Minimum Qualifications**

- A bachelor's degree from an accredited college or university. Preferred fields of study are accounting, finance, management, business administration, public administration, or a closely related field;

- Excellent computer skills including word processing applications, Excel, internet usage, and other public records databases; exceptional writing ability, superb integrity, and robust critical thinking ability;
- A valid driver's license and the maintenance of a valid Louisiana driver's license is required. Must be able to obtain a Louisiana license within 30 days of residency.

### **Preferred Qualifications**

- Experience conducting audits, including planning, fieldwork, and reporting;
- A Certified Fraud Examiner (CFE) or other relevant certifications;
- Experience in handling multiple assignments with competing deadlines with a high degree of detail and accuracy; and
- Experience communicating audit results verbally and in writing to a diverse base of stakeholders.

### **Marginal Functions**

While the following tasks are not necessary for the job, you may be expected to perform the following:

- Completing routine administrative duties.
- Performing related duties as necessary or directed.

### **Hours of Work**

General hours of work are 8:30 a.m. to 4:30 p.m., Monday through Friday. Thirty-five (35) hour minimum per work week. Exempt from overtime compensation. May be required to work whatever hours are necessary to satisfactorily perform the duties and demands of this position.

### **Salary**

Base Salary: \$55,000, based upon experience.

Salary Range: \$55,000 - \$65,000.

### **Conditions of Employment**

- Must be able to travel on a Parish-wide and regional basis using your personal vehicle;
- Must be able to report to department work site a minimum of (35) hours per week;
- This is an exempt at-will employment position;
- A contingent offer of employment will require the successful completion of a satisfactory pre-employment physical, drug test, and background investigation.

**Jefferson Parish OIG is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Jefferson Parish OIG will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.**