

**JEFFERSON PARISH OFFICE OF INSPECTOR GENERAL  
JOB POSTING: DEPUTY INSPECTOR GENERAL AUDITOR**

**Position Title: Deputy IG Auditor**

**Base Salary: \$90,000**

**Date Posted: 05/10/2022**

**Location: 990 N. Corporate, Jefferson, LA**

**Deadline: 06/10/2022**

**Apply to: [employment@jpoig.net](mailto:employment@jpoig.net)**

**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. 2 Writing Samples (Audit reports or other professional writing);
4. Copies of college diplomas and/or transcripts;
5. Three (3) references.

**All applications must be received by 4:30 PM on 06/10/2022.**

**Kind of Work**

The Office of Inspector General is a department within Jefferson Parish government which falls under the supervision of the Inspector General who is appointed by an independent commission. This position is responsible for initiating, conducting, supervising and coordinating audit activity. Audits are performed in accordance with adopted national standards.

**Qualifications**

**Minimum Qualifications**

- A Bachelor's Degree from an accredited university in accounting or related field such as business administration, finance, economics, or public administration.
- Seven (7) years of demonstrated progressively responsible, full-time experience conducting, coordinating, managing and/or supervising relevant, timely, and high-quality audits;
- Certified Public Accountant (CPA) by the LA State Board of CPAs or Certified Internal Auditor (CIA) by the Institute of Internal Auditors.

**Preferred Qualifications**

- Masters Degree from accredited university in accounting or related field such as business administration, finance, economics or public administration;
- Experience conducting audits compliant with Generally Accepted Government Auditing Standards (GAGAS);
- Experience conducting audits compliant with standards promulgated by the Institute of Internal Auditors (IIA);
- Experience leading the development and execution of an annual audit work plan,

to include taking data-driven, risk-based approach to identifying program areas or issues where audit coverage is needed; developing appropriate audit objectives, scope, and methodology; and incorporating innovative audit procedures that identify root cause;

- Experience conducting, coordinating, managing, and supervising relevant, timely and high-quality audits assessing efficiency and effectiveness;
- Experience conducting coordinating, managing, and supervising audits relative to compliance with public procurement and public bid laws;
- Experience developing and maintaining policies and procedures to support audit activity;
- Experience communicating audit results both orally and in writing to a diverse base of stake-holders.

### **Marginal Functions**

While the following tasks are not necessary for the job, it is not an essential part of the purpose of this position and may also be performed by other parish employees.

- Support procurement activity for office, as needed and appropriate;
- Support preparation of annual budget for office, as needed and appropriate; and
- Performs 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. Subject to 24-hour emergency call-out, early morning, evening, weekend, and holiday work. Exempt from overtime compensation. Will be required to work whatever hours are necessary to satisfactorily perform the duties and demands of this position. Thirty-five (35) hour minimum per work week.

### **Salary**

Base Salary: \$90,000, based upon experience.

Salary Range: \$90,000 - \$120,000.

### **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.**