



Dr. Freida H. Hill
Chancellor

Department of Postsecondary Education
Post Office Box 302130
Montgomery, AL 36130-2130
t 334.293.4500
f 334.293.4505
www.accs.cc

AUDITOR

The Alabama Department of Postsecondary Education is accepting applications for the position of Auditor. The Auditor works under the supervision and direction of the Audit Manager and/or with a team of auditors to carry out the annual audit plan including operational, compliance, and financial audits of college processes and functions. The Auditor assists with risk assessment processes, advisory services, and follow up of external audit issues. The Auditor also participates in special reviews and entrance and exit conferences. Qualifications include B.S. degree in accounting or related field of study; minimum of one year of successful full-time employment in a responsible auditing or accounting related positions required, three years preferred; sound knowledge of Generally Accepted Accounting Procedures and Professional Auditing Standards; proficiency in Word, Excel, PowerPoint, and Visio; working knowledge of basic internal control and auditing techniques; knowledge of English grammar and usage appropriate for business communications and reporting; Excellent oral and written communication skills; CIA or CPA preferred but not required. Salary commensurate with experience. Applicants must submit a cover letter addressing qualifications, a current resume, and Department application to the Human Resources Division, Alabama Department of Postsecondary Education, Post Office Box 302130, Montgomery, Alabama 36130-2130. Faxed or emailed applications will not be accepted. An application form may be downloaded at www.accs.cc/, "Employment Opportunities." For more information call (334) 293-4602 or e-mail vicki.strength@dpe.edu. Applications must be received no later than 5:00 p.m. Friday, January 6, 2012. The Alabama Department of Postsecondary Education is an Equal Opportunity Employer.