

**SACRAMENTO REGIONAL TRANSIT DISTRICT  
invites applications for the position of:**



**Internal (Accountability and  
Compliance) Auditor**

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<b>SALARY:</b>	\$101,124.00 - \$141,600.00 Annually
<b>DEPARTMENT:</b>	Integrated Services & Strategic Initiatives
<b>OPENING DATE:</b>	10/22/20
<b>CLOSING DATE:</b>	12/02/20 11:59 PM
<b>RECRUITMENT TYPE:</b>	Internal/External
<b>DESCRIPTION:</b>	

The purpose of this position is to plan, coordinate and oversee organizational risk assessment activities and complex financial, operational, compliance, programmatic contract and technology systems audits in accordance with accepted professional standards. The incumbent will ensure the integrity and efficiency of the District's policies and practices, that internal controls are adequate in effectively managing business risks, that assets and revenues are protected, and the compliance with applicable federal, state and local laws and regulations. This position has authority and responsibility for working collaboratively with management staff at all levels to implement necessary changes or corrections and will maintain direct access to the General Manager as needed.

**EXAMPLES OF DUTIES:**

*This is a general listing of job functions and does not represent a complete listing of the positions responsibilities.*

- Develop and maintain enterprise-wide risk management to ensure continuous identification and effective management of business risks by the District.
- Collaborate with management to perform annual risk assessment and identify opportunities for fiscal savings, improved productivity, enhanced customer service and areas of exposure.
- Work with management to prioritize risks and develop an audit plan that provides coverage of significant risk areas and identifies key exposures facing the District.
- Report findings, recommendations and appropriate actions for improvements or corrections.
- Monitor and verify corrections and report status to appropriate management staff.
- Work with executive management to develop comprehensive annual audit plan including the design and implementation of audit activities.
- Plan, develop and implement audit standards, policies and procedures.
- Perform complex audits and review throughout the District to evaluate the adequacy and effectiveness of internal controls and the overall efficiency and effectiveness of District operations, performance and utilization of assets.
- Prepare and present formal and comprehensive internal audit reports and communicate results to management staff.

- Recommend solutions for improving or developing the system of internal controls that support business efficiencies.
- Identify deficiencies, and develop, implement and monitor corrective action plans and take appropriate action if improprieties are discovered.
- Assist external auditors as needed and acts as a liaison between District staff and external auditors to address audit questions.
- Serve as a resource and consultant to management by providing special reviews of projects, programs, procedures, policies, contractual compliance, procurements, etc., as requested and by advising and training management to independently assess risk and implement controls in their operations.
- Develop scopes of work and manage external audit service contracts and assist in managing and coordinating audits by regulatory agencies.
- Conduct investigations where evidence of conflicts of interest or improprieties are found or if fraudulent activities are suspected.
- Provide guidance to the District's civil rights compliance programs (EEO, ADA, Title VI, DBE, etc.) and provide independent and objective support, guidance, and analysis of compliance with applicable laws, regulations, and internal policies and procedures.

## **MINIMUM QUALIFICATIONS:**

*A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.*

**Education:** Bachelor's degree or equivalent from an accredited college or university in Business Administration, Public Administration, Accounting, Auditing or a related field.

**Experience:** A minimum of five (5) years of increasingly responsible experience reviewing agency functions, procedures, practices and operations. Experience in a governmental or public agency setting is preferred. Experience with civil rights compliance at a public transit agency is preferred.

**Licenses and Certifications:** Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) Certification is preferred.

**Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.**

## **FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:**

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at [www.sacrt.com](http://www.sacrt.com).

**Completed employment application and proof of education, as outlined above, must be submitted online no later than December 2, 2020 at 11:59 p.m. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, please reference the benefits tab. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human

Resources Department at (916) 556-0298.

**SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.**

**SacRT is an Equal Opportunity and Affirmative Action EOE/AA Employer - Minorities/Women/Disabled/Veterans.**

**This position falls under Management and Confidential Employee Group (MCEG).**

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.sacrt.com/Career/>

2810 O Street  
Sacramento, CA 95816  
(916) 556-0298

Position #TBD  
INTERNAL (ACCOUNTABILITY AND COMPLIANCE)  
AUDITOR  
YH

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### **Internal (Accountability and Compliance) Auditor Supplemental Questionnaire**

- \* 1. Describe, in detail, your direct experience, including management-level experience, in each of the following areas. In your description for each area, include the name of the employer(s) and the number of years/months you performed these duties and if this experience was in the public sector. (a) Developing audit plans or programs (b) Identifying and managing business risks (c) Preparing and presenting formal internal audit reports (d) Identifying and presenting solutions for improving or developing internal controls (e) Acting as a liaison between a public or private agency and external auditors, including experience in monitoring corrective action plans (f) Conducting investigations related to conflicts of interest, improprieties, or fraud (g) Providing support, guidance, and evaluation of compliance with civil rights programs (such as ADA, EEO, Title VI and DBE programs)
  
- \* 2. Provide an example from your work experience where you identified and implemented an innovative approach to assessing and managing risk and opportunities. In your response, describe the situation, how the approach was innovative and the result of the implementation. Also, include the name of the employer where this work was performed.
  
- \* 3. Why are you interested to work at SacRT?
  
- \* Required Question