



PUBLIC UTILITY COMMISSION JOB VACANCY ANNOUNCEMENT

Compliance Auditor (Auditor IV)

SUBMIT STATE OF TEXAS APPLICATION and Transcripts to:
PUC Mail Room, 8th Floor, Rm 8-100, 1701 North Congress Avenue, Austin, TX 78701, or
Email: Recruiter@puc.texas.gov, or
Fax: (512) 936-7054, or
www.workintexas.com

Application Process: Complete a State of Texas Application for Employment documenting how you meet the minimum qualifications. Resumes are not accepted in lieu of a completed application. If a college degree is a minimum required qualification, official/unofficial transcripts are required and must be submitted with the application (if you submit your application via www.workintexas.com, you must submit your transcripts via email to recruiter@puc.texas.gov). If you submit your application via workintexas.com, please do not submit another application directly to the PUC. Incomplete applications will not be accepted for consideration. Applicants interviewed will receive written non-selection notification.

Job Vacancy Number: 2019-36

Division: Agency Operations

Salary*: \$4,023.17 - \$4,666.67/month
(Commensurate with Qualifications)

Salary Group: B21

Class: 1048

Type: Full-time Part-time Temporary

*The salary for an ERS Retiree or non-contributing member will be 9.5% less than the offered salary.

**Positions exempt from the Fair Labor Standards Act (FLSA) will earn compensatory time off rather than overtime for hours in excess of 40 hours per week.

Opening Date: May 10, 2019

Closing Date: Open Until Filled

Hours Per Week: 40

Established Work Hours: 8:00–5:00, M-F

(Flextime may be available with supervisory approval)

FLSA:** Exempt

EEO Category: Professional

VETERAN'S PREFERENCE

Veterans, Reservists, or Guardsmen with a Military Occupation Specialty (MOS) or additional duties that fall in the fields listed in the below link who meet the minimum qualifications are encouraged to apply.

The MOS codes applicable to this position can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

If you qualify for a Veteran Employment Preference, it is mandatory that you provide the required documentation with your State of Texas Application. Documentation must be provided before a Veteran Preference can be granted. Required documentation is as follows: Veteran – DD Form 214; Surviving Spouse of a Veteran who has not remarried – Marriage Certificate and DD Form 1300; Orphan of a Veteran who was killed during active duty – Birth Certificate and DD Form 1300.

GENERAL DESCRIPTION

Perform highly complex auditing work involving examining, investigating, and reviewing of records, reports, financial statements, information systems, utility billing systems, and management practices in the Financial Resources section. Ensure compliance with state statutes, agency rules, procedures, and internal regulations. Conduct audits for economy, efficiency, and effectiveness of programs, and compliance with contracts. Work under limited supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Maintain knowledge of the programs, statutes, rules, and operating procedures associated with the Texas Universal Service Fund.
- Develop and implement audit procedures to assure compliance with state statutes, agency rules and procedures.
- Examine the operations and procedures of the Relay Texas contractor.
- Report to the Director of Financial Resources any instances of non-compliance, or when the performance levels, deliverables, or other specific contract requirements are not achieved.
- Maintain detailed knowledge of the Relay Texas administrator contract, including deliverables and performance standards. Develop and implement procedures to monitor contract compliance.

- Examine the operations of Telecommunications Distribution Service Providers relating to the Texas Universal Service Fund including their internal control systems, billing records, and other accounting records for adequacy, accuracy, and compliance with statutes, rules, and procedures.
- Define audit issues by researching specific topics through interviews, document reviews, prior audit findings, and other research techniques.
- Conduct audit procedures such as data gathering, data review and analysis, document review, verification, and criteria development.
- Prepare audit reports, including the preparation of an outline, specification of internal reviews, preparation of a draft report, review of the draft with agency management, preparation of the final report incorporating management comments as appropriate, and submission of the final report for executive review and approval.
- Conduct post audit assessments.
- Review accounting controls, internal controls, accounting systems and information technology systems as they relate to contractors and participants in the Texas Universal Service Fund programs.

MINIMUM QUALIFICATIONS

If a college degree or a particular educational certificate is a minimum required qualification, official or unofficial transcripts must be submitted with the application.

- Bachelor's degree from an accredited four (4) year college or university with major course work in business, finance, accounting or a related field.
- Three (3) years' experience in auditing with a working understanding of auditing standards and techniques.

PREFERRED QUALIFICATIONS

- Certification or working toward certification as a Certified Government Auditing Professional, or Certified Public Accountant.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of computer software programs.
- Ability to travel overnight.
- Ability to compose clear and concise audit reports.
- Ability to gather and analyze accurate and relevant audit information.
- Ability to evaluate accounting and management operations systems for accuracy and legal conformance.
- Ability to accurately complete and assemble audit working papers.
- Ability to communicate effectively orally and in writing.
- Ability to attend work regularly and adhere to approved work schedule.

REMARKS

- An internal applicant who is selected for a position in their current salary group with the same or new state classification title will not receive a salary increase.
- Candidates invited to interview may be given a writing skills exercise.
- If required for position, licensure as a Professional Engineer or to practice law in Texas will be verified on the selected candidate through either the Professional Board of Engineers or the State Bar of Texas.
- Some positions may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines. Employees will earn compensatory time or overtime dependent on FLSA status.
- More than one position may be filled under this posting. Employees are required to comply with agency policies and provisions outlined in the employee handbook.
- The job posting in no way states or implies that the duties listed above are exclusive. Employees are required to perform other duties as may be assigned.
- A satisfactory driving record is required for driving a state or personal vehicle to conduct agency business. Selected candidates will have their driving record evaluated in accordance with the Commission's Traffic Safety policy.
- For males born on or after January 1, 1960, the PUC will verify proof of Selective Service registration through the online Selective Service System. Any males born after January 1, 1960 who are not registered will need to provide proof of exemption from the Selective Service registration requirement.
- The Public Utility Commission participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.
- The PUC has a *Post-Employment Restriction* – details furnished upon request.
- Female and minority applicants are encouraged to apply.

- The PUC is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, veteran status, age or disability in employment or the provisions of services.
- In compliance with the Americans with Disabilities Act (ADA), the PUC will provide reasonable accommodation for individuals with a disability. An individual requiring a reasonable accommodation should contact Human Resources at (512) 936-7060 or humanresources@puc.texas.gov.