

Compliance Officer/Internal Auditor

Location: Phoenix – Arizona State Capitol

Salary Range: \$50,000-\$70,000

Date Posted: July 25, 2007

JOB DESCRIPTION AND KSA'S:

The Arizona State Treasurer's Office seeks qualified applicants to fill a new position of Compliance Officer/Internal Auditor. The position will be used for daily internal auditing of the three accounting divisions and monitoring investment policy compliance. The individual will report to senior management not directly involved in daily operations in order to establish independence to the extent possible.

Duties will include daily monitoring of investments to ensure compliance with law and policy; internal auditing of the Banking, Administrative Services, and Investment Accounting Divisions which will include conducting organization and procedural studies in work systems; examine organizational structure, management methods, processes and procedures; make determinations and recommendations for improvements. CPA or CIA certification is highly desirable.

KNOWLEDGE:

- Of principles and practices of auditing and accounting;
- Of laws, rules, regulations and policies as they pertain to internal operations;
- Of policies and procedures established for internal and external accounting systems;
- Of methods and techniques of automated systems.

SKILLS:

- In applying auditing and accounting methods and techniques;
- Interpreting and applying laws, rules, regulations and policies;
- In written and oral communications.

ABILITIES:

- To organize work activity;
- To analyze and interpret complex data;
- Requires attention to detail and a high degree of accuracy.

This position is not covered by the State Personnel Merit System, but the State of Arizona provides an excellent comprehensive benefits package, including a top-ranked retirement plan, low-cost health and dental coverage, supplemental policies such as vision and short-term disability, and generous leave programs. Our work environment offers multiple training opportunities and encourages career development.

This position will be open until filled.

Interested candidates should submit a resume, cover letter, and salary history to:

Mark Swenson
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Strategic Planning & Research
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1700 West Washington Street
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