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## **Job Opportunity – Fiscal Compliance Auditor**

Employ Milwaukee is the local non-profit workforce development board serving Milwaukee County. This Fiscal Compliance Auditor reports to and receives direction from the Director of Finance and ensures that the organization's financial compliance needs and services are accomplished on a timely basis in accordance with appropriate regulatory, legal and funding source requirements as well as those of the sub-contractor recipients of funds. This position also assists with the fiscal monitoring requirements of sub-contractors and other similar organizations who receive funding from Employ Milwaukee.

Our vision is to develop workforce solutions that promote regional economic growth and employment opportunities for all job seekers. Our mission is to build a strong workforce development system by planning, coordinating, collaborating, and monitoring workforce initiatives with businesses, partners, and community stakeholders at the local, regional, and state level.

**Be a part of the best part of Milwaukee!**

### **What we need from you:**

- Bachelor's degree in Accounting, Finance, Business Management, or a related field.
- CIA, CPA preferred.
- 2 years successful auditing work experience is preferred.

**(Will consider new graduates with internship experience.)**

### **What it looks like to be our Fiscal Compliance Auditor:**

- Assists with the documentation of financial audits/monitoring's by understanding organization objectives, structure, policies, processes, internal controls, and external regulations; identifying risk areas; preparing audit scope and objectives; preparing audit/monitoring programs.
- Assesses compliance with financial regulations, contractual obligations, and controls by executing audit/monitoring program steps; testing general ledger, account balances, balance sheets, income statements, and related financial statements; examining and analyzing records, reports, operating practices, and documentation.

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[employmilwaukee.org](http://employmilwaukee.org)

- Maintains, reviews, and analyzes contractual obligations for consistency and compliance.
- Assists with completion of risk assessments.
- Ability to verify assets and liabilities by comparing and analyzing items and collateral to documentation.
- Assists with the evaluation of control effectiveness in association with process owners.
- Ability to document work performed in a logical, comprehensive, and efficient manner to facilitate Contract & Financial Compliance Manager review.
- Improves protection by recommending changes in management monitoring, assessment, and motivational practices, in the internal control structure, and in operating processes, identifying root causes.
- Supports external auditors by coordinating information requirements.

**To Apply:**

Send cover letter, resume, and salary requirements, stating the position you are applying for, to:

**Human Resources**

Email: [HR@employmilwaukee.org](mailto:HR@employmilwaukee.org)

Interviews may be conducted during the posting period