



## *Job Announcement*

	<b>Date Posted: August 9, 2018</b> <b>Closing Date: Open Until Filled</b>
<b>Position Title:</b>	<b>Financial Compliance Auditor</b>
<b>Starting Salary Range:</b>	\$48,027.20 - \$60,028.80 (Level 213)
<b>Minimum Education:</b>	Bachelor's degree in Accounting, Finance, Business Management, or a related field. CIA, CPA preferred.
<b>Minimum Experience:</b>	2 years successful auditing work experience is preferred. <b><u>New Graduates are encouraged to apply!</u></b>
<b>Minimum Knowledge, Skills &amp; Abilities:</b>	<ul style="list-style-type: none"> <li>• Ability to read and understand financial statement (balance sheet, income statement, cash flow, etc.)</li> <li>• Willing to be flexible in a fast changing work environment.</li> <li>• Familiarity with risk management and internal control framework is a plus.</li> <li>• Experience with MS Word, Excel, spreadsheet software and accounting software.</li> <li>• Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.</li> <li>• Ability to write reports, business correspondence and procedure manuals.</li> <li>• Ability to effectively present information and respond to financial-related questions from managers, clients, customers and the general public.</li> <li>• Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.</li> <li>• Ability to calculate figures and amounts such as proportions, percentages, and apply basic concepts of basic algebra and geometry.</li> <li>• Ability to define problems, collect data, establish facts and draw valid conclusion.</li> <li>• Basic mathematics, numbers analysis and chart interpretation skills.</li> <li>• Ability to travel up to a maximum of 25%.</li> <li>• Able to detect patterns, brainstorm, be observant, interpret data and integrate information into a theory.</li> </ul>
<b>Job Duties:</b>	<ul style="list-style-type: none"> <li>• Assists with the planning 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.</li> <li>• 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.</li> <li>• Maintain, review, and analyze contractual obligations for consistency and compliance.</li> <li>• Assesses risks and internal controls by identifying areas of non-compliance; evaluating manual and automated financial processes; identifying process weaknesses and inefficiencies and operational issues.</li> <li>• Verifies assets and liabilities by comparing and analyzing items and collateral to documentation.</li> <li>• Completes audit/monitoring work papers and memoranda by documenting audit tests and findings.</li> <li>• Communicates Corrective Action Plans to sub-grantees and staff as required based on Audit/Monitoring findings.</li> <li>• Assist with the evaluation of control effectiveness in association with the process owners.</li> <li>• Document work performed in a logical, comprehensive, and efficient manner to facilitate Contract &amp; Financial Compliance Manager review.</li> <li>• Communicates audit progress and findings by providing information in status meetings; highlighting unresolved issues; reviewing working papers; preparing final audit reports.</li> </ul>

*Interviews may be conducted during the posting period.*  
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	<ul style="list-style-type: none"> <li>• Improves protection by recommending changes in management monitoring, assessment, and motivational practices, in the internal control structure, and in operating processes; identifying root causes.</li> <li>• Supports external auditors by coordinating information requirements.</li> <li>• Provides financial control information by collecting, analyzing, and summarizing data and trends.</li> <li>• Protects organization's reputation by keeping information confidential.</li> <li>• Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.</li> <li>• Contributes to team results by welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.</li> </ul>
<b>To Apply:</b>	<p style="text-align: center;"><b>Send cover letter and resume, stating the position you are applying for, to:</b>  Human Resources  Employ Milwaukee  2342 N. 27th Street, Milwaukee, WI 53210  Fax: (414) 270-7599  E-Mail: <a href="mailto:michael.martin@employmilwaukee.org">michael.martin@employmilwaukee.org</a></p>

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