



West Virginia Internal Auditor

SALARY	\$72,000.00 - \$82,000.00 Annually Full-Time Permanent	LOCATION	Kanawha County, WV
JOB TYPE	DHS - Division of Emergency	JOB NUMBER	EMD2500001
DEPARTMENT	Management	OPENING DATE	09/11/2024
		LOCATION OF VACANCY	KANAWHA

Nature of Work

Position 0606PE0685
 Posting EMD2500001
 1 Vacancy
 Kanawha County

***** Exempt Position *****

Conducts compliance review of agency payroll, sub-recipient payroll, cash management, equipment acquisition and disposal practices and procurement and contractor practices. Reviews financial reports to assure compliance with federal and state funds and with the State Auditor's Office. Reviews financial reports and time-tracking of staff to assure allowable personnel expenses are properly recovered from grant funding as permitted. Oversees the preparation of internal audits and compliance reviews and requests documentation necessary for the review in developing annual compliance auditing schedules. Consults with Grants Managers and financial staff to consider taking enforcement action against non-compliant recipients, and consults with Managers and sub-recipients on recommendations for improvement of grants management and financial practices and procedures to enhance financial and grants compliance. Ensures that sub-recipients take timely and appropriate action to correct deficiencies found in the compliance review audits.

Minimum Qualifications

Training: Graduation from an accredited college or university including eighteen (18) semester hours in Accounting.

Experience: Five (5) years of professional auditing or accounting experience, including two (2) years in internal auditing.

Substitution: Certification as a CPA or internal auditor may substitute for two (2) years of the required general experience.

Other Information

PG: 18 \$60,000 - \$72,000

This position is classified exempt and is not covered under the merit system administered by the West Virginia Division of Personnel. It is available to any applicant who meets the minimum requirements and/or special requirements or areas of assignment.

Applications **MUST** be submitted directly to the contact(s) listed below by email or standard U.S. mail.

Mail applications to:

Melanie Thomas

1700 MacCorkle Ave. SE, 6th Floor

Charleston, WV 25314

Or email to: melanie.k.thomas@wv.gov

Please include posting number **EMD2500001** on application.

Please note: Applications of covered state employees submitted to the Division of Personnel are not forwarded to the Division of Emergency Management.

Agency

West Virginia

Address

1900 Kanawha Blvd. East
Building 3 Suite 500
Charleston, West Virginia, 25305

Phone

(304) 558-3950

Website

<http://www.personnel.wv.gov>