



**CHESTERFIELD COUNTY**  
invites applications for the position of:  
**Staff Auditor (re-ad 21-  
00557; 21-00460)**

An Equal Opportunity Employer  
Committed to Workforce Diversity

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**SALARY:** \$49,875.00 - \$67,745.00 Annually

**OPENING DATE:** 03/15/21

**CLOSING DATE:** 03/28/21 11:59 PM

**DEPARTMENT:** Internal Audit

**MINIMUM QUALIFICATIONS:**

**Chesterfield County Internal Audit - where we love a good audit and we think you will too!**

**About our Job:**

The successful candidate must be highly motivated, curious, confident, detail-oriented, analytical and be able to work independently. Why? Because this individual will plan and conduct performance audits for county government and schools in accordance with Generally Accepted Government Auditing Standards (i.e. "Yellow Book") to evaluate internal controls, risks, and compliance with local, state, and federal requirements. Staff Auditor's:

- Assist in planning audit scope and objectives
- Independently perform analysis, testing, and results documentation using automated work paper system
- Analyze audit results to report findings and recommendations to management
- Collaborate with team to write audit reports
- Participate in fraud, waste and abuse investigations
- **This position is a part of an approved Career Development Plan (CDP) and offers career progression opportunities and salary incentives, as funding permits, based on performance, qualifications, and experience.**

**About You:**

Our ideal candidate will possess a bachelor's degree in accounting, finance, or a related field; **minimum of one year of experience in audit or accounting** (preferably "Yellow Book" audit or governmental accounting experience); or an equivalent combination of training and experience.

CPA candidate eligibility can substitute for one-year experience. This individual will also possess other knowledge, skills and abilities including but not limited to:

- Confident team member with excellent verbal and written communication abilities
- Strong interpersonal skills to provide excellent customer service and establish positive working relationships
- Knowledge of "Yellow Book" audit standards and Generally Accepted Accounting Principles (GAAP) used by municipal, county, and local governments

- Awareness of information system applications, security, and internal control frameworks (i.e. COBIT and COSO).
- Analytical skills, including data extraction and analysis tools experience
- Ability to interpret and evaluate financial statements, systems, reports, internal controls, policies and procedures
- Experience with audit management software preferred
- Capacity to handle various projects, establish priorities and problem-solve

**About Us:**

Internal Audit's mission is to provide objective analysis and information to County Government and Chesterfield County Public Schools. Our 10-member team includes three certified public accountants (CPA), a certified internal auditor (CIA), two certified information systems auditors (CISA), four certified fraud examiners (CFE), and a chartered global management accountant (CGMA).

**Other Things We Would Like to Mention:**

Excellent work life balance with no travel; generous leave program; flexible work schedule; team-oriented co-workers; professional CPE and certification support; career development plan; employee recognition and team building activities. Plus, you won't have to work on your computer all day as you will have frequent professional engagement with team members, auditees, and administration.

**Still Interested?**

Valid driver's license and good driving record are required. Based on the Virginia DMV point system, record must not reflect a total of six or more demerit points within the twenty-four months preceding the anticipated hire date, or one major violation of six demerit points within the preceding thirty-six months. Out of state driving records must be obtained by applicant and presented at time of interview. Records must reflect at least three years of history and be dated within thirty days of interview date. Pre-employment drug testing, an extensive FBI background investigation including fingerprinting, and education/degree verification are required. No routine travel required.

**Please list all professional certifications in the "Certifications/Licenses" section of the application.**

**DUTIES:**

**SHIFT:**

Monday - Friday; 8:30 a.m. - 5:00 p.m.

**WORK LOCATION:**

Internal Audit

Human Resources Department  
9901 Lori Road / P.O. Box 40  
Chesterfield, VA 23832  
Phone: 804-748-1551 (Office)  
Fax: 804-778-7939  
[hrm@chesterfield.gov](mailto:hrm@chesterfield.gov)

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### **Staff Auditor (re-ad 21-00557; 21-00460) Supplemental Questionnaire**

- \* 1. What is your highest level of education completed? (Please answer accurately. Failure to respond accurately will result in disqualification from consideration.)
  - Some High School
  - High School/GED
  - Some College
  - 2 year College degree (Associate's)
  - 4 year College degree (Bachelor's)
  - Master's Degree
  
- \* 2. How many years of Generally Accepted Government Auditing Standards (GAGAS) audit or governmental accounting experience do you have? (Please answer accurately. Failure to respond accurately will result in disqualification from consideration.)
  - Less than 1 year
  - 1 - 3 years
  - 3 - 5 years
  - 5 - 10 years
  - 10 - 15 years
  - More than 15 years
  
- \* 3. Are you a CPA candidate? (If currently a CPA, please answer "yes".) (Please answer accurately. Failure to respond accurately will result in disqualification from consideration.)
  - Yes
  - No
  
- \* 4. Do you have at least a bachelor's degree in Accounting, Finance, or Information Technology? (Please answer accurately. Failure to respond accurately will result in disqualification from consideration.)
  - Yes
  - No
  
- \* Required Question