

JOB ANNOUNCEMENT

Staff Auditor Grade 26

DUTIES: You will participate in audits as directed; perform in-depth risk analysis of the auditable unit and contribute to the determination of the audit scope; may lead a particular portion of a the audit program; participate in interviews with management and staff; identify key risks, controls and procedures; develop the audit program and conduct field work testing; document all tests and findings in accordance with GCRTA methodology and professional standards; escalate audit issues to eliminate identified business, operational or control risks; participate in drafting of audit reports; interact with GCRTA management and demonstrate ability to develop relationships through strong evidence of audit, technical and business expertise; and interact with specialized staff in auditable units and engage competently in technical reviews.

MINIMUM REQUIREMENTS: Applicants must have a Bachelor's Degree in Accounting, Information Systems, Finance, Statistics, Business Management, Business Administration or a related field. Two (2) years experience working in a business environment with duties including auditing internal control environments and activities (compliance, financial and/or operational) is preferred but not required. Experience querying/utilizing computer databases and using audit/business software applications such as: IDEA, TeamMate, Oracle and CAAT are also preferred. Applicants must have excellent communication skills (verbal, written and listening). Applicants must also have a working knowledge of Microsoft Office suite products (Word, Excel, Access and PowerPoint).

STARTING SALARY RANGE: \$48,589 - \$64,380 annually

FILING OF RESUMES: Resumes must be received in the Human Resources Department of the Greater Cleveland Regional Transit Authority by fax (216) 781-4483, e-mail: jobs@gcrt.org, or mail to 1240 West 6th Street, Cleveland, Ohio 44113.

Resumes will be accepted until the position is filled.

SELECTION PROCESS: This is a non-bargaining exempt position. Merit system rules do not apply. No eligible list will be established. The selection process will include one or more components to demonstrate applicants' knowledge, skills and abilities in job related areas. These may include exercises such as practical demonstrations, written communications, oral interviews and/or competency assessments.

**AN EQUAL OPPORTUNITY EMPLOYER/ ADA EMPLOYER/ DRUG FREE
WORKPLACE**

Job Grade: 26
Date: April 29, 2011
Job Announcement No.: 2011-42

Web Site Address: www.riderta.com
Email: jobs@gcrt.org

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