



Non-Civil Service Job Opportunity

ADMINISTRATIVE DEPUTY AUDITOR

Island of O‘ahu

The Office of the State Auditor is seeking an Administrative Deputy Auditor to oversee varied auditing and accounting operations.

Major Duties

- Administer and oversee the procurement, administration, and coordination of financial audits, including the State of Hawai‘i Comprehensive Annual Financial Report, attestation engagements, and other projects contracted to certified public accounting firms.
- Assist in planning and supervising performance and management audits, studies and program reviews, analyses, and evaluations of state agencies, organizations or programs.
- Supervise, train, and evaluate staff analysts.
- Represent the Office of the Auditor in dealings with state departments, officials, and employees, and other public and private entities.
- Assist in managing office operations.
- Serve as acting State Auditor when both the State Auditor and Deputy Auditor are absent.
- Perform other duties assigned by the State Auditor and Deputy Auditor.

Minimum Qualifications

Certified public accountant, accountant, or equivalent professional qualifications.

Knowledge of financial administration, including budgeting and the principles of cash management and debt management; generally accepted government auditing standards and trends in the development of auditing and government research; program evaluation techniques; and planning, management control and operational control of organizations.

Candidates should be comfortable working in a Microsoft Windows-based, networked environment and have at least an intermediate level knowledge of Microsoft Office Suite. Familiarity with Microsoft SharePoint and Adobe Acrobat is desirable.

Desirable Qualifications

Government financial auditing or accounting experience.

Experience as lead or in-charge auditor for large and complex assignments, including responsibility for developing audit plans; organizing and assigning specific tasks and supervising audit team; reviewing audit work papers; preparing audit reports and serving as technical expert in the area of assignment.

Knowledge of the State of Hawai‘i’s accounting and internal controls systems, revenue systems, and funds.

Salary

Starting salaries and salary adjustments are set at the discretion of the State Auditor, as provided under Chapter 89C, Hawai‘i Revised Statutes (Public Officers and Employees Excluded from Collective Bargaining).

Benefits

Office of the Auditor personnel are legislative branch employees of the State of Hawai'i. Benefits include health care insurance, workers' compensation, temporary disability, retirement programs, and other benefits afforded all regular state executive and legislative branch employees.

To apply, submit a cover letter and resume to:

Office of the Auditor, State of Hawaii
465 South King Street, Room 500
Honolulu, Hawai'i 96813

or send email to: LAO.Auditors@hawaii.gov

An Equal Opportunity Employer