



Revenue Careers



Tired of Diminishing Returns? Invest in a Great Career at Revenue!

Great Careers!

Explore opportunities with Department of Revenue! Revenue's dynamic team is comprised of dedicated professionals who fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy. We provide great solutions and service by attracting and retaining the best talent and building a diverse workforce. Our employees are our greatest asset. As a member of Revenue's team, you have an important role in our agency mission.

Great Talent!

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer analysts.

Great Location!

Revenue headquarters is located in Olympia, home to the state capitol. The city, located on Puget Sound's southernmost tip, is rich in history, culture, and natural

Position: Internal Auditor- Operations and Financial Review Coordinator (WMS 2)

Division: Executive – Internal Audit

Location: Tumwater, WA

Notice: WMS 06-0004

Opens: March 20, 2006

Closes: To ensure consideration for initial screening please submit application by April 3, 2006.

About Internal Audit:

Internal Audit is a member of the Executive team and is comprised of the Internal Audit manager and two senior level positions serving as specialists in (1) information systems audits and (2) financial, operational, and compliance audits. Agency management is committed to the function of internal auditing and values the contributions of independent and objective analysis. We conduct our work in accordance with standards issued by the Institute of Internal Auditors.

The internal audit activity is a recognized contributor to effective corporate governance, risk management and control processes through creative thinking, innovative recommendations, and fostering partnerships with management. We value integrity and ethical behavior as well as an environment where employees work hard but also have fun.

The internal audit activity covers diverse operations and controls within the agency to determine:

- Reliability and integrity of financial operational information
- Effectiveness and efficiency of operations
- Safeguarding of assets
- Compliance with laws, regulations, and contracts.

Primary Duties:

The Operations and Financial Review Coordinator is a senior level specialist providing assurance, consulting, and technical services for agency management and reports to the Internal Audit manager.

Key functions of this position include:

- Plan and conduct engagements following professional standards, in an efficient and effective manner using current methodologies, tools, and techniques.
- Assists in the planning, development, and implementation of the annual internal audit plan.

beauty. Olympia's location provides easy access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

Great Benefits!

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Cross-training opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Visit us at www.dor.wa.gov

How to Apply

E-mail: jobs@dor.wa.gov

FAX: (360) 664-0658

Mail: Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

Working Together to Fund Washington's Future

- Develops and recommends the scope of each project using knowledge and expertise in the areas of risk identification and assessment, as well as the needs of the stakeholders.
- Advises management about the risk impacts of control gaps and the appropriate course of action to eliminate or manage the weaknesses identified.
- Provides expert counsel, advice, and training for quality improvement committees affecting department policies and systems.
- Author professional reports, correspondence, and working papers.
- Foster effective relationships with management while remaining objective.
- Fosters effective relationships with external auditors and regulators to improve the effectiveness and efficiency of the audit function.

Compensation:

\$58,910 - \$72,000 annually (WMS 2), depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

Desired Qualifications (Knowledge, Skills & Abilities):

Professional Qualifications Include:

Seeking a motivated, enthusiastic individual who enjoys varied assignments, being innovative, and maintains a solutions oriented focus. This person has demonstrated experience working cooperatively and effectively within a team environment and effectively communicates at all levels of the organization.

Education and Experience:

- Minimum:
 - A Bachelor's degree with emphasis in accounting, business, finance, or related field.
 - 3 years successful job related auditing experience performed in accordance with Professional Standards.
 - Demonstrated strong oral and written communication skills.
- Desirable:
 - Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or related professional certifications - or Master's degree in business, accounting, or public administration.
 - Audit management experience above first line supervisory level (senior auditor or above).

- Knowledge and Skills:
 - Ability to gain confidence and respect through attributes such as professionalism, strong work ethics, collaboration, innovation, proactiveness, and integrity.
 - Understand and apply professional auditing standards, audit quality methodologies, tools, and techniques.
 - Applying a risk driven, value added audit approach to planning, program development, and related audit techniques.
 - Knowledge of Generally Accepted Accounting Principles (GAAP) and familiarity with the Office of Financial Management's Administrative and Accounting Manual.
 - Knowledge of internal control assessment models such as COSO.
 - Knowledge or experience with investigative techniques.
 - Excellent project management skills; a self-starter capable of managing multiple activities and projects to successful completion.
 - Experience with report writing and oral presentations to Executive level management.
 - Experience promoting continuous improvement through design/delivery of training, formal/informal consultation, or other advisory activities.

How to Apply:

A letter of interest addressing your experience and qualifications relevant to the position, state application, with a resume listing name of employer, dates of employment, education, and a minimum of three employment references with current telephone numbers: one supervisor, one subordinate (if applicable), and one person outside your immediate work environment.

You are encouraged to return a voluntary Applicant Profile Data Sheet. Applicant Profile Data Sheets can be downloaded at <http://hr.dop.wa.gov/forms/ApplicantProfileDataForm.doc> Completion of this form is voluntary. Information gathered will be used for statistical purposes only and will be kept confidential.

Application materials must be received in the Office of Human Resources by 5:00 PM on the closing date of the recruitment announcement to the following address:

Submit Applications to:

E-mail: jobs@dor.wa.gov
please indicate position title in subject line

Fax: (360) 664-0658
please indicate position title on cover

Mail: State of Washington Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

Special Note:

Prior to any new appointment into the Department of Revenue, a background check will be conducted.

The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.