



WASHINGTON STATE EMPLOYMENT OPPORTUNITY

WASHINGTON STATE DEPARTMENT OF REVENUE

1025 Union Avenue SE ♦ PO Box 47463 - Olympia, WA 98504-7463
(360) 570-6181 ♦ FAX (360) 664-0658 ♦ TDD/TTY (360) 664-0580

WASHINGTON MANAGEMENT SERVICE RECRUITMENT ANNOUNCEMENT

- POSITION:** Internal Audit Manager
- LOCATION:** Olympia, WA
- COMPENSATION:** \$59,928 - \$73,248 annually D.O.Q. (WMS Band 3)
The Department offers a solid benefit package that includes a state retirement plan, deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life and long-term disability insurance coverage options.
- WHO MAY APPLY:** This recruitment is open to all interested candidates. Prior to any new appointment into the Washington State Department of Revenue, a background check will be conducted.
- AGENCY PROFILE:** The Department's mission is to fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy.
- The Department employs approximately 1,000 employees in classifications ranging from property tax appraisers, revenue agents and revenue auditors, to foresters, information technology systems analysts and excise tax examiners. The headquarters of the organization is located in Olympia, Washington with 14 field offices geographically located throughout the state. The Department also employs several auditors in out-of-state locations.
- OBJECTIVE:** This position manages the Internal Audit function within the agency. Responsibilities include planning and implementing the Internal Audit program. The incumbent also advises executive management as to areas of information security and financial risk; and direct and control financial, compliance, security, information technology and operational audits; and conduct investigations of alleged misconduct or misappropriations and Whistleblower complaints. Makes recommendations on appropriate policies and procedures to executive management regarding operational, financial, and information systems to maintain appropriate internal controls and safeguards. Manages a staff of two employees and reports to the Senior Assistant Director.
- DESIRABLE QUALIFICATIONS:** Successful candidates will possess in-depth knowledge of financial, operational, and management auditing with emphasis in internal control, risk management, and financial auditing. In addition, candidates will be able to demonstrate project management, oral and written communication, presentation and problem solving skills. Requires the ability

to work effectively with stakeholders of diverse backgrounds; work independently and as part of a team; interpret and apply applicable rules, laws, policies and procedures. A degree in accounting, business or public administration or related field is highly desirable with professional certification a plus.

KNOWLEDGE AND SKILLS:

This position requires knowledge of governmental accounting principles, generally accepted accounting principles (GAAP), generally accepted auditing standards (GAAS), generally accepted governmental auditing standards (GAGAS), Institute of Internal Auditor (IIA) internal audit principles and standards, and internal control principles. Also beneficial is knowledge in computer assisted audit tools (CAATs), standards of forensic investigation and evidence, and statewide investigator standards.

Also required is the ability to interpret legal opinions, laws, regulations, and policies and procedures; direct investigations; and direct the work of highly technical professionals and managers.

CONDITIONS OF EMPLOYMENT:

Work is generally performed in an indoor office environment and generally involves a high degree of concentration. Must be able to work on multiple projects simultaneously and may be required to work extended hours. There are no known hazards or hazardous materials to which the employee may be exposed. Must be able to work in a non-smoking environment. Must be able to travel occasionally.

INTERESTED APPLICANTS SHOULD SUBMIT:

A letter of interest briefly describing how you meet the knowledge, skills and desirable qualifications; a resume listing name of employers, dates of employment, and education; and a minimum of three employment references with current telephone numbers to include one supervisor, one peer (if applicable) and one person outside of your immediate work environment.

We request that you complete and return the attached Profile Data Sheet. Completion of this form is voluntary. Information gathered will be used for statistical purposes only and will be kept confidential.

This recruitment will remain open until the position is filled. Initial review of application materials will begin on July 1, 2003. To ensure consideration, please submit application materials to the following address:

Washington State Department of Revenue
Office of Human Resources
ATTN: Eric Magbaleta
P.O. Box 47463
Olympia, Washington 98504-7463
E-mail: ericm@dor.wa.gov

For more information about the Washington State Department of Revenue or other career opportunities, please visit our web site at <http://dor.wa.gov>.

THE WASHINGTON STATE DEPARTMENT OF REVENUE IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, RACIAL AND ETHNIC MINORITIES, PERSONS OF DISABILITY, PERSONS OVER 40 YEARS OF

**Internal Audit Manager
WMS Recruitment Announcement**

**Opens: June 9, 2003
Closes: open until filled**

AGE, AND DISABLED AND VIETNAM ERA VETERANS ARE ENCOURAGED TO APPLY. PERSONS OF DISABILITY NEEDING ASSISTANCE IN THE APPLICATION/TESTING PROCESS, OR THOSE NEEDING THIS JOB ANNOUNCEMENT IN AN ALTERNATIVE FORMAT, MAY CALL OFFICE OF HUMAN RESOURCES AT (360) 570-6175, TTY (360) 664-0580.

**Washington State
Department of Revenue
APPLICANT PROFILE DATA FORM**

Completing this form will enable the Washington State Department of Revenue to assess the many talents and skills that are available throughout it's workforce. To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential, and will be available *only* to authorized personnel. Please review the Affirmative Action Definitions at the bottom of this page.

Name: _____ Date: _____

1. What race or culture do you consider yourself? *If you are more than one race, please check "Other Race".*

- | | | | | | |
|--------------------------------|------------------------------------|------------------------------------|-----------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Aleut | <input type="checkbox"/> Cambodian | <input type="checkbox"/> Filipino | <input type="checkbox"/> Hispanic | <input type="checkbox"/> Korean | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Chinese | <input type="checkbox"/> Guamanian | <input type="checkbox"/> Indian | <input type="checkbox"/> Laotian | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Black | <input type="checkbox"/> Eskimo | <input type="checkbox"/> Hawaiian | <input type="checkbox"/> Japanese | <input type="checkbox"/> Latino(a) | <input type="checkbox"/> White |
- Other Race (specify indicate race or culture): _____

If you are more than one race, please also check "Multi-Racial" below and indicate your preference for Affirmative Action purposes:

Multi-Racial _____
(Affirmative Action Preference)

2. Are you: Male Female

3. Have you ever been on active duty in the U.S. Armed Services? Yes (if checked, see 3a and 3b) No

3a. Dates served: from: _____ to _____ **3b. Are you a disabled veteran?** Yes (____ %) No

4. Do you have any physical, sensory, or mental condition that substantially (rather than slightly) limits any of your major life functions, such as: walking, speaking, seeing, hearing, breathing, working, learning, caring for oneself or performing manual tasks? Yes No

5. Do you have a physical, mental, or other health condition that has lasted six (6) or more months and which limits the kind or amount of work you can do at a job? Yes No

Date of Birth: _____ / _____ / _____

AFFIRMATIVE ACTION DEFINITIONS

American Indian or Alaskan Native. A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian/Pacific Islander. A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

Black/African-American. A person with origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

White/Caucasian. A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

Disabilities. For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorders such as mental functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled veteran. A person entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-era veteran. A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge.

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