

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Auditor

JOB CODE : 002779

DATE PREPARED : October 1, 1989

Revised: July 11, 1994

SUMMARY STATEMENT

The Senior Auditor performs audits independently or as the leader of an audit team to carry out the Company's established audit program.

DIMENSIONS

The incumbent has contributory impact on the operating budget. The incumbent may have supervisory responsibility for exempt employees. This position reports to the Chief, Internal Audit.

NATURE AND SCOPE

1. Plans and conducts audits covering accounting, financial, functional, and administrative aspects of the Company's overall operations to determine whether operations and activities are being performed efficiently, economically, and in accordance with Company policies, procedures, and applicable DOE and government regulations;
2. Ensures the audit documentation and records are adequate and accurate;
3. Conducts or participates in audits of subcontractor records to verify the propriety, adequacy, and accuracy of cost or pricing data relating to negotiated subcontracts and compliance with applicable government-established cost accounting standards;
4. Prepares reports to clearly reflect work performed, techniques used, and resultant findings and recommendations;
5. Discusses audit results with managers responsible for the audited activity, both during the audit and upon completion of the field work;
6. Writes comprehensive audit reports to apprise Company management and DOE/NV of the audit findings and recommendations;
7. May assist in DOE audits when requested;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking in office for short distances;
2. Constant sitting throughout work shift in office chair;
3. Occasional lifting/carrying, 1 to 10 pounds of paperwork, office supplies; sometimes up to 20 to 25 pound boxes of records;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Senior Auditor

4. Occasional push/pull up to five pounds of force in opening doors or file drawers;
5. Occasional climbing stairs, two to three flights, to reach work area;
6. Frequent-to-constant use of hands/arms in reaching/handling/grasping/fingering while operating computer, calculator, copier, or completing paperwork;
7. Constant use of sight/speech/hearing abilities in operating computer and office equipment, completing paperwork, reading documents/screen, and dealing with supervisors and coworkers.

Mental

1. Constant mental alertness, attention to detail, and accuracy are required in verifying and reviewing financial and functional records, ensuring that all activities are performed properly and accurately;
2. Must be able to use independent judgement, organizational, and problem-solving skills to resolve issues and research problems;
3. Must be able to follow through with projects and instructions;
4. Must possess oral/written communication skills in order to deal with coworkers in a professional, effective manner;
5. Must possess excellent mathematical skills including algebra;
6. Must be able to read/write/speak English and record data accurately;
7. Must be able to follow multiple tasks, often with frequent interruptions.

PRINCIPAL CONTACTS

The incumbent maintains contact with Company management at all levels during performance of an audit.

WORKING CONDITIONS

General office conditions exist most of the time; however, travel to and from work in any area of NTS may expose the incumbent to adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires six years of professional auditing experience (financial, functional, and operational), preferably relating to government contract operations.

REQUIRED TRAINING

This position requires a bachelor's degree in accounting or business administration, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

Accreditation as a Certified Internal Auditor, Certified EDP Auditor, or Nevada Certified Public Accountant is preferred.