



**Working title: Auditor**

**Class title: Auditor IV**

**Posting No.: 0310-26**

**Opening Date: 03/23/2026**

**Closing Date: Open Until Filled**

Location: Bush Building, 1801 Congress Ave., Austin, TX 78701

Class Code: 1050

FLSA: Professional-Exempt

Salary Group/Salary: B25, \$69,572.04 - \$84,000.00/yr.

Division: Charitable Bingo

Number of positions: 1

### **General Description**

Performs advanced (senior-level) bingo audit work. Work involves examining, investigating, and reviewing records, reports, financial statements, information systems, and management practices, and performing inspections to ensure compliance with state statutes and internal policies and procedures, and conducting audits for program economy, efficiency, and effectiveness. Assists in the training and development of other auditors. Works in a manner that exemplifies and supports the agency's core values of integrity, responsibility, innovation, fiscal accountability, customer responsiveness, teamwork, and excellence. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment. Assignments coordinated by the Audit Manager. This position reports to the Audit Manager. This is a hybrid position and not a 100% teleworking position.

### **Essential Job Functions**

#### **Conducts audit and inspection assignments:**

- Performs and/or coordinates highly complex to advanced audit and inspection work including Conductor Compliance Review (C) audits, Financial Desk Review (F), Limited Scope Review (L), Game Observation (O), Game Inspections (G), Destructions (D), Books and Records (I), and Testing Electronic Card Minding Devices (T) that are primarily small to medium in scale to determine in compliance with laws, rules, and regulations.
- Provides assistance and/or conducts special investigations including CBOD complaints and Undercover Inspection/Investigation (U).
- Examines and analyzes management operations, internal control systems and structures, and accounting records for reliability, adequacy, and accuracy, and reviews compliance with applicable regulations.
- Advises on requirements, liabilities, and penalties for non-compliance, and recommends accounting systems control improvements.
- Reviews applicable laws, regulations, procedures, and applies auditing standards.
- Oversees and/or completes assignments within budgeted hours and deadlines established.
- Coordinates and/or organizes audit and inspection activities and work.
- Performs quality control work.
- May coordinate work in the absence of the Audit Manager or Management, if needed.

#### **Prepares and reviews working papers in accordance with professional standards, division policies, procedures, and guidance:**

- Reviews and/or prepares sufficient and appropriate evidence to provide a reasonable basis for audit findings and conclusions, and supports audit objectives.
- Reviews for quality of evidence that encompasses the relevance, validity, and reliability of evidence used for addressing the audit objectives and supporting findings and conclusions.
- Reviews for quantity of evidence to support findings and conclusions related to audit objectives and audit procedures.
- Reviews and/or develops statistical sampling plans.
- Reviews and/or prepares working paper documentation for organization, consistency, accuracy, and completeness, including appropriate and relevant information documented, and correct spelling and grammar used.
- Reviews the work of auditors, checking for accuracy, thoroughness, and conforms with departmental procedures.

**Professionally and competently communicates (both verbally and in writing) with internal and external parties. Communication includes audit reports, written results of inspection and audit reviews or work performed, oral presentations or briefings to management and/or the Commissioners, representing the Division to internal parties, and representing the agency to external parties.**

- Coordinates and/or prepares inspection and audit reports including the preparation of outlines, specification of reviews, preparation of draft reports for review and approval, preparation of the final reports, and incorporating client comments as appropriate.
- Coordinates and/or prepares complete audit reports that include audit objectives, scope, methodology, and audit results, including findings, conclusions, and recommendations, as appropriate.
- Coordinates and/or prepares audit reports in a logical, organized format and information contained is supported by working papers and is accurate by facts including correct spelling, grammar and information obtained and documented.
- Succinctly and timely communicates status of projects and activities including any deviations from assignments and audit activities and reports erroneous or questionable transactions.
- Promotes teamwork and works closely with co-workers, peers, and management to encourage an open atmosphere of positive teambuilding while discouraging negative perceptions and attitudes.

**Stays abreast of changes and developments in the environment that may impact the operations of the Department and of changes and developments in the auditing profession and charitable bingo industry.**

**Conducts all work in accordance with professional standards, division policies and procedures, and maintains uniform, professional standards of audit work.**

**Mentors, and trains auditors and staff.**

- Provides technical guidance and assistance during the review process and may provide technical direction to auditors confronted with unusual or complex accounting transactions.
- Develops and delivers staff training as new program policies, procedures and rules are developed and implemented.
- Assists in the development and presentation of audit training courses and coordinates the training and development of auditors.

**Provides assistance in the administration of the Division.**

- Assists management in establishing goals and objectives; develops and/or approves schedules, priorities, and standards for achieving goals.
- Enters and updates accurate and complete information into databases, systems, and/or spreadsheets.
- Maintains proper office supply inventory and equipment, logs of work completed, records retention, and other necessary records as required.
- Prepares reports with analytical data and appropriate information to Division management and participates in departmental and/or Division meetings.
- Develops CBOD policies and procedures, and writes and recommends Rules as it relates to Bingo Operations conducted by licensed organization to improve internal controls in the industry.
- Coordinates and/or prepares status reports, timesheets, and travel requests timely, accurately, and completely.

**Testifies at administrative hearings and before courts of jurisdiction.**

**Performs related work or special assignments as assigned.**

**Required and Preferred Qualifications**

- Graduation from an accredited four-year college or university with major course work in Accounting, Business Administration, or a related field is required. (Experience in accounting or auditing, in excess of the required three years, may substitute for college on a year-for-year basis.)
- Three years of experience in accounting or auditing is required.
- Three years of experience in reviewing audit working papers and/or performing quality control over audits OR three years in a management/supervisory position over the audit function is required.
- Experience with personal computers including Microsoft Office software (Outlook, Word, Excel, and PowerPoint) is required.
- Must be willing to work irregular hours, weekends, holidays, and nights as workload may require.
- Must be willing to travel up to 50% within the State is required. (Use of personal vehicle for work-related travel is required in compliance with State and Agency travel rules and procedures.)
- Must have a current driver's license.
- Experience with TeamMate or other auditing or accounting software is preferred.
- Certification as a Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Management Accountant (CMA) or Certified Government Auditing Professional (CGAP) is preferred.

### **Knowledge, Skills, and Abilities**

- Knowledge of auditing standards, accounting methods and systems, generally accepted auditing standards, legal contracts and business law, and information technology/system controls.
- Knowledge and understanding the Bingo Enabling Act and Charitable Bingo Administrative Rules.
- Skill in the use of personal computers including Windows and Microsoft products (Word, Excel, Outlook, and PowerPoint) and auditing or accounting software.
- Skill in data analysis techniques.
- Skill in gathering, analyzing, and drawing accurate and logical conclusions about information.
- Ability to compose clear and concise audit reports and correspondence.
- Ability to communicate effectively.
- Ability to interview client staff.
- Ability to evaluate accounting and management operations systems for accuracy and legal conformance.
- Ability to train others.
- Ability to establish and maintain effective, professional working relationships with staff and clients.

### **Physical and Mental Requirements**

- Ability to sit or stand for extended periods of time, work under deadlines, and operate standard office equipment and computer software.
- Ability and willingness to work in various environments, including premises licensed to conduct bingo.
- Ability to work with complex numerical detail for long periods of time.

### **Military Occupational Specialty Codes:**

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AccountingAuditingandFinance.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf)

### **HOW TO APPLY**

To apply for a position, you must submit your application, resumé, and TDLR agency required application questions either online through the Texas Workforce Commission's WORKinTEXAS.com website at <https://www.workintexas.com> **or** to TDLR via email at: [jobs@tdlr.texas.gov](mailto:jobs@tdlr.texas.gov) by the closing date stated on the job posting. For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted must be received the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. Incomplete applications may not be considered. If you desire an acknowledgement of the receipt of your application, you should apply via WorkInTexas and one should be auto generated by TWC. Only applicants interviewed will be notified of their selection or non-selection. All candidates recommended for IT, Lottery, and Bingo positions will be subject to an extensive criminal background investigation, including fingerprinting.

### **SELECTIVE SERVICE REGISTRATION**

In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

### **E-VERIFY**

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

TDLR is not considering applications from individuals who require sponsorship for an employment visa, including those currently on student or post-graduate visas. All candidates must be approved to work in the United States by E-Verify and must present the needed documentation upon request.

**TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

*In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.*