



## ASSOCIATE AUDITOR Job Description

The **Auditor of Public Accounts (APA)** is the legislative external auditor for the Commonwealth of Virginia's executive and judicial branches. APA Auditors assist in conducting financial, performance, and compliance audits of state agencies and state institutions of higher education. The APA conducts audits in accordance with the AICPA's Generally Accepted Auditing Standards, the U.S. GAO's Government Auditing Standards, and other federal auditing requirements. We express opinions on financial statements and issue reports on internal control and compliance. A full Commonwealth of Virginia benefits package is included; along with eligibility for tuition assistance, flex-time and telework schedules; as well as education, professional exam, and community service leave.

### Minimum Requirements:

- Bachelor's degree or Postbaccalaureate certificate in Accounting
- Strong oral and written communication skills
- Occasional overnight travel
- Ability to work both independently and collaboratively with a team, while remaining engaged in multiple projects
- Working knowledge of Windows and Microsoft Office software, including Word & Excel
- U.S. Citizen or Permanent Resident and must pass a background check

Visit [www.apa.virginia.gov](http://www.apa.virginia.gov) for more information about our organization.

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Serving Virginia citizens and decision makers by providing unbiased accurate information and sound recommendations to improve accountability and financial management of public funds.



### Collaborative

We work together to create greater value.



### Engaged

We see what needs to be done and participate or become involved.



### Knowledgeable

We are well informed and insightful.



### Professional

We act in a manner that reflects favorably on ourselves, our co-workers, and the APA.