



ASSOCIATE AUDITOR Position Description

The [Auditor of Public Accounts \(APA\)](#) is the legislative external auditor for the Commonwealth of Virginia's executive and judicial branches. Our mission is to serve Virginia citizens and decision makers by providing unbiased accurate information and sound recommendations to improve accountability and financial management of public funds. Auditors assist in conducting financial, performance, and compliance audits of state agencies and institutions of higher education by collaborating in a hybrid work environment, at the client site, in-person in the Richmond office, and remotely from home. We are looking for mission-driven individuals eager to make a difference in the Commonwealth and motivated to advance with a Richmond Top Workplace employer while enjoying award-winning work/life balance. Interested candidates should send their resume and cover letter to talent@apa.virginia.gov.

Position Details

- Obtain an understanding of the audit objectives and concepts
- Demonstrate an understanding of materiality and how it applies to the audit
- Maintain a questioning state of mind and exercise professional skepticism in gathering and evaluating evidence
- Ensure that audit programs and testwork are documented and performed in accordance with applicable auditing standards
- Demonstrate critical, analytical, and creative problem-solving skills, initiative, and sound professional judgement
- Independently manage workload of assigned audits to ensure completion within budget and meet deadlines

Minimum Requirements

- Bachelor's degree or Postbaccalaureate certificate in accounting or related business field (e.g. finance)
- Strong oral and written communication skills
- 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
- Occasional overnight travel requires a valid driver's license and ability to provide own transportation
- U.S. citizen or permanent resident and must pass a background check

Salary and Benefits

- Salary \$52,000
- Annual, Sick, Family/Personal paid time off and 13 paid state holidays
- Community Service, Parental, Education, and Certification Exam leave options
- Tuition and Exam Fee Reimbursement
- Health, Dental, Life, and Long-term care insurance
- Medical and Dependent Care Flexible spending accounts
- Defined Benefit and Defined Contribution retirement plan through the [Virginia Retirement System](#)



Collaborative



Engaged



Knowledgeable



Professional