



# Washington State Auditor's Office

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Independence • Respect • Integrity

## Auditor Job Descriptions

### Assistant State Auditor 1

This is an entry-level in-training position for new employees. The Office provides classes, on-the-job training time, work product review and feedback to assist new auditors gain the skills needed to move to the Assistant State Auditor 2 level.

**Requirements:** A Bachelor's degree, which includes 10 semester hours or 15 quarter hours in accounting coursework.

### Assistant State Auditor 2

This is the second level of our in-training program. Employees continue to build upon the skills gained through work as an Assistant State Auditor 1, our Internship program, or similar audit work at another organization. At this level, employees may plan and conduct audits under the guidance of their supervisor.

**Requirements:** A Bachelor's degree, which includes 10 semester hours or 15 quarter hours in accounting coursework and one year of professional experience in auditing, accounting, finance, banking, investigation or two years of other related professional level work experience.

### Assistant State Auditor 3

This is the journey level of our Assistant State Auditor series. Employees are responsible for planning and conducting risk-based financial, accountability and performance audits of Washington state agencies and local governments. They may perform special investigations pertaining to citizen concerns and/or frauds. Journey-level auditors also mentor in-training level staff.

**Requirements:** A Bachelor's degree, which includes 10 semester hours or 15 quarter hours in accounting coursework and two years of professional experience in auditing, accounting, finance, banking, investigation that includes at least one year of audit experience.

### Associate Performance Auditor (Assistant State Auditor 2)

This is the entry-level performance audit position. As part of our in-training program, new employees are assigned work on a section of a performance audit and are provided regular feedback to help develop their skills. As they gain on-the-job experience, Associate Performance Auditors are assigned increasingly complex assignments

**Requirements:** Master's degree is preferred with an emphasis in business, public administration, public policy, political science, statistics, economics, law, social science or a related field. Bachelor's degree is required.

## Performance Auditor I (Assistant State Auditor 3)

A Performance Auditor I is expected to handle assignments of medium complexity and demonstrate an increasing ability to perform audit tasks independently. They may also be assigned to conduct smaller, more straightforward audits independently under the direct supervision of a Senior Performance Auditor.

**Requirements:** Master's degree is preferred with an emphasis in business, public administration, public policy, political science, statistics, economics, law, social science or a related field and one to two years of progressively responsible experience conducting performance audits. Bachelor's degree is required.

## Performance Auditor II (Assistant State Auditor 4)

This is the journey level of the series. The Performance Auditor II conducts or leads performance audits. They have overall responsibility for the audit engagement, from planning through final presentation, and are expected to mentor in-training staff assigned to their audit.

**Requirements:** Master's degree is preferred with an emphasis in business, public administration, public policy, political science, statistics, economics, law, social science or a related field and three to five years of progressively responsible experience conducting performance audits. Bachelor's degree is required.

The Washington State Auditor's Office is an Equal Employment Opportunity employer. Persons with a disability who need assistance in the applications process, or who need this information in an alternate format, may call 360-725-5623 or the telecommunications device for the hearing impaired at 1-800-833-6388.