

Job Description

Job Title	Speed Recruiting Event: Conservatorship Senior Auditor (OSA #10111595)
Job ID	151099
Posting End Date	01/14/2025
Location	Santa Fe
Full/Part Time	Full-Time
Regular/Temporary	Regular - PERM for State
Agency	State Auditor
Job Posting Type	Standard Requisition
For more Job Requirements & Classification Description:	Click Here

[Return to Previous Page](#)

[Switch to Internal View](#)

Salary

\$26.33 - \$42.12 Hourly

\$54,760 - \$87,616 Annually

This position is a Pay Band 70

Posting Details

This posting is part of the Speed Recruiting Event for the Office of the State Auditor (OSA). Everyone who meets the minimum qualifications will be interviewed.

Interviews will be conducted between January 15, 2025 and January 17, 2025.

The New Mexico Office of the State Auditor (OSA) has two statutory purposes: (1) to ensure that the financial affairs of every agency shall be thoroughly examined and audited each year by the state auditor, personnel of the state auditor's office designated by the state auditor or independent auditors approved by the state auditor and (2) cause the financial affairs and transactions of an agency to be audited in whole or in part. Section 12-6-3, NMSA 1978.

The first priority of the Office of the State Auditor (OSA) is to protect New Mexico's taxpayers by ensuring that government effectively and efficiently serves the needs of all New Mexicans. As the state's independent and nonpartisan oversight agency, OSA is responsible for holding local and state government and elected officials accountable in the use of public funds. The Conservatorship Division is responsible for ensuring that the Division meets the requirements imposed by House Bill 234, effective July 1, 2021. The Division's first priority is to ensure that all Conservator's Annual Reports forwarded by the courts are logged, assessed for risk, and analyzed to determine if the OSA will conduct an audit, request additional supporting documentation, or decline to do the audit within 15 days of receiving the Report. These Audits are performed in accordance with consultation standards established by the American Institute of Certified Public Accountants. This job contributes to the OSA by conducting fact-finding, data analysis, follow-up, report review and preparation, responding to constituents, and collaboration related to conservatorships.

Why does the job exist?

The purpose of the Senior Auditor position in the Conservatorship Division is to assist with risk analysis, review Annual Conservator's Reports to determine which cases to accept for audit and communicating with the Courts in a timely and professional manner. For cases accepted for audit, this position will assist in gathering and organizing supporting documentation, analyzing the data, and issuing reports in a timely and professional manner. This position will be responsible for in-depth research, compilation of data, audit programs and test work related to Conservatorship audits, and written communication, including reports, regarding the results of test work performed.

How does it get done?

The Senior Auditor will assist in performing assessments of Annual Conservator's Reports; this will include risk analysis to determine if the OSA will accept the Annual Conservator's Report for an audit and communication/correspondence with New Mexico District Courts. This position will assist in preparing letters to the Court, and interested parties, gathering supporting documentation, organizing the data received, compiling, and analyzing the data and reporting on the results. This position will assist in completing other audit engagements by completing sections and tasks assigned within the expected time frame. Communicate questions, concerns or pending items with the Audit Supervisor in charge timely and on a regular basis.

Who are the customers?

Developmental Disabilities Planning Council's Office of Guardianship, protected persons and other stakeholders in New Mexico

Ideal Candidate

Ability to successfully work independently and in a team setting.
Good interpersonal skills, and excellent oral and written communication skills.
Experience with analytical research and problem solving

Minimum Qualification

Bachelor's degree in Business Administration, Accounting, Finance, and/or a related degree and fifteen (15) semester hours of accounting or auditing (three (3) semester hours in finance or business law may substitute for up to three (3) semester hours of accounting or auditing) and two (2) years of experience conducting financial audits and attestation engagements of government agencies.

Employment Requirements

Must possess and maintain a valid Driver's License. Must possess and maintain a current Defensive Driving Course Certificate within six (6) months of date of hire as a condition of continued employment. A pre-employment background investigation is required and conditional pending results.

Working Conditions

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Some sitting, standing, bending and reaching may be required. Employees are periodically required to work at auditee's location for extended periods of time. Working extended hours to include evenings and weekends may be required.

Supplemental Information

Do you know what Total Compensation is? [Click here](#)

Agency Contact Information: Terese Vigil (505) 469-5936. [Email](#)

For information on Statutory Requirements for this position, click the Classification Description link on the job advertisement.

Bargaining Unit Position

This position is not covered by a collective bargaining agreement.