



TEXAS DEPARTMENT OF AGRICULTURE **COMMISSIONER SID MILLER**

INTERNAL AUDITOR FOR FEDERAL PROGRAMS

Salary Information: B25, \$5,797.66 - \$7,916.66 / MO.
State Classification: 1203 - Internal Auditor IV
FLSA Status: Exempt
Posting Number: 26-76182-3R
Location: Statewide (TX), Remote Position – to be Managed by Staff in Austin (HQ)

HOW TO APPLY

Apply online via [CAPPs Careers](#). Applicants applying through Work In Texas (WIT) will be required to complete additional supplemental questions, optionally provide EEO information including how you heard about the job, and provide an electronic signature in CAPPs Careers to be considered for the position.

AGENCY INFORMATION

The [Texas Department of Agriculture](#) (TDA) Internal Audit Division provides independent, objective assurance and consulting services, using a risk-based approach, to add value and improve the operations of the Texas Department of Agriculture.

JOB DESCRIPTION

WHAT YOU'LL DO: The Internal Auditor for Federal Programs is expected to perform advanced internal auditing work on federal Food & Nutrition programs. Your primary focus will be providing special scrutiny of the Child and Adult Care Food Program and the Summer Food Service Program, with an investigative focus on potential ghost sites or operations. This position is expected to work under minimal supervision with considerable latitude for the use of initiative and independent judgment.

This position works solely on the subject matters of the Food and Nutrition Division and reports directly to the Director for Internal Audit.

ESSENTIAL DUTIES

Review financial statements, transactions, and data for anomalies, trends, and red flags indicating fraud.

Conduct investigations and in-depth reviews of suspected fraudulent activities, including gathering financial records and interviewing witnesses.

Perform financial, compliance, contract, and management audits.

Assess existing systems for weaknesses and recommend improvements to prevent future fraud.

Document findings, prepare detailed reports for management, and assist with prosecution packages. Prepare and present oral and written information concisely and accurately to auditees and internal management.

Collaborate and work with Information Technology (IT), Legal Services, Financial Services, Human Resources (HR), and other stakeholders to resolve cases and enhance anti-fraud measures.

Develop and implement fraud detection tools, strategies, and training programs.

Ensure adherence and strict compliance to financial regulations and internal policies.

Conduct special investigations into questionable practices or transactions.

Testify before governmental bodies, juries, courts, or in administrative hearings.

Perform other duties as assigned.

Follow all TDA policies and procedures.

QUALIFICATIONS

To be considered for the position, applicants must submit a State of Texas Application through CAPPS Careers or WIT – experience listed on the application must state how each of the following qualifications are met:

Bachelor's degree in Accounting, Business, Finance, Criminal Justice or related.

Five (5) years of work experience conducting audits and fraud investigations within government programs which receive federal funding.

Certified Fraud Examiner (CFE).

Valid Texas driver's license and an acceptable driving record*.

Must live in the state of Texas.

PREFERRED QUALIFICATIONS

Certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP), Certified Information Systems Auditor (CISA), or Certified Fraud Examiner (CFE).

Work experience using TeamMate auditing software.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of accounting and auditing methods and systems; generally accepted accounting principles and auditing standards; and information technology principles, terminology, analytics, programming, automated systems, and queries; management systems; business, financial, and non-financial processes; and system/process mapping.

Skill in use of a computer, in applicable software and applications, in sampling techniques, in working professionally with internal and external clients, and in developing clear and concise written and verbal communication.

Ability to compose clear and concise audit documentation and reports; to gather, understand, and analyze accurate and relevant data and information; to quantify results; to evaluate documents for accuracy and legal conformance; to conduct effective interviews and internal/external meetings; to work independently and/or in a team environment; to manage time and priorities efficiently; to be adaptive to changing work environments/requirements; to communicate effectively, orally and in writing; to conduct risk assessments

WORKING CONDITIONS

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping, and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able to work extended periods at a computer and may require working extended hours and some evenings and weekends, as needed. Must maintain a phone line and high-speed internet at all times (this is a non-reimbursable expense). May involve travel (up to **60%** in the assigned area), occasionally overnight.

BENEFITS

The State of Texas offers a variety of [benefits](#) for you and your family that are comprehensive and, on average, make up about one-third of total compensation. Benefits include:

- | | |
|-------------------|--|
| ✓ Retirement Plan | ✓ Paid Group Health & Life Insurance for employees |
|-------------------|--|

✓	Paid Holidays	✓	Paid Vacation Leave
✓	Paid Sick Leave	✓	Longevity Pay
✓	Dental	✓	Vision
✓	Dependent Optional Life Insurance	✓	Voluntary AD&D Insurance
✓	Dependent Health & Life Insurance	✓	Health & Dependent care flexible spending accounts

CONTACT INFORMATION

Only candidates selected for an interview will be contacted. A skills exercise may be conducted at the time of the interview.

Due to the high volume of applications, we do not accept telephone calls. If you submitted your application through the [CAPPS Careers Section](#), you may check the status of your application by accessing your profile and selecting "My Job Applications". Note: applicants who apply through Work In Texas, to be considered for the position, you must complete additional supplemental questions, optionally provide EEO information including how you heard about the job, and provide an electronic signature in CAPPS Careers.

Reasonable Accommodations: If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview or an HR representative at 512-463-7423. Whenever possible, please give the hiring or HR representative sufficient time to consider and respond to your request.

Military and Former Foster Child Employment Preference: TDA complies with the provisions of the veterans and former foster child employment preference acts. Please contact our Human Resources-Veterans Liaison at (512) 463-7423 for assistance.

Go to <https://texasskillstowork.com/>, <https://www.onetonline.org/>, or <http://www.careeronestop.org/> for assistance in translating your military experience and training courses into civilian job terms, qualifications/requirements, and skill sets.

Additional Military Occupational Specialty (MOS) Code or Crosswalk information is available from the Texas State Auditor's Office at MOS [Accounting, Auditing, and Finance](#) Codes.

ADDITIONAL INFORMATION

Equal Employment Opportunity (EEO): TDA is an equal employment opportunity (EEO) employer and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, genetic information, military status, or protected activity.

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

H-1B Visa Sponsorship

We are unable to sponsor or take over sponsorship of an employment Visa.

Background Checks

A criminal conviction records check is required for applicants who are selected for a position.

*A valid government-issued driver's license, which is recognized by the Texas Department of Public Safety and in good standing, and an acceptable driving record are required. TDA will verify this information with the Texas Department of Public Safety. Applicants with a driver's license not issued by the State of Texas should obtain and be prepared to provide a copy of their current driving record on or before their first day

Foreign Credentials

Upload an evaluation of your coursework if you have obtained a degree(s) from a school outside of the United States; otherwise, we cannot give you credit for your degree. Some organizations that provide evaluation services are:

Foreign Credential Services of America

1910 Justin Lane, Austin, TX 78757-2411

Phone: 512-459-8428

SpanTran: The Evaluation Company

2400 Augusta Drive, Suite 451 Houston, TX 77057

Phone: 713-266-8805

Global Credential Evaluators, Inc.

P.O. Box 9203 College Station, TX 77842
Phone: 512-528-0908