

## Job Description

<b>Job Title</b>	Speed Recruiting Event: Conservatorship Staff Auditor (OSA #10114374)
<b>Job ID</b>	149610
<b>Posting End Date</b>	11/19/2024
<b>Location</b>	Santa Fe
<b>Full/Part Time</b>	Full-Time
<b>Regular/Temporary</b>	Regular - PERM for State
<b>Agency</b>	State Auditor
<b>Job Posting Type</b>	Standard Requisition
<b>For more Job Requirements &amp; Classification Description:</b>	<a href="#">Click Here</a>

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## Salary

\$23.07 - \$36.91 Hourly

\$47,989 - \$76,782 Annually

This position is a Pay Band 65

## 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 November 19, 2024 and November 21, 2024.

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 Divisions' 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 Staff Auditor position is to assist with risk analysis, and review of Annual Conservator's Reports to determine which cases to accept for audit and communicating with the New Mexico District Courts in a timely and professional manner. This position is an entry level audit position, primary responsibilities include learning and development of the required audit procedures and building the foundational skill sets necessary to be successful as an entry level auditor. This position will be responsible for the collection and organization of supporting documentation including District Court records, and assistance with compiling of data related to Annual Conservator's Report audits within the expected time frame. For cases accepted for audit, the Staff Auditor will assist Senior Auditor(s) in gathering and organizing supporting documentation, and data entry in a timely and professional manner.

## How does it get done?

The Staff Auditor will assist in performing assessments of Annual Conservator's Reports; this will include completing risk scorecards for the audit supervisor's review to determine if the OSA will accept the Annual Conservator's Report for an audit and communication/correspondence to New Mexico District Courts. This

position will assist in preparing letters to District Courts, and interested parties, gathering supporting documentation, organizing the data received, and assisting Senior Auditor(s) with data entry of supporting documentation received. The Staff Auditor will assist by completing sections and tasks assigned within the expected time frame. This position will assist with uploading of Annual Conservator's Reports from the New Mexico District Court online database and fax filing of letters prepared as part of the OSA's communication requirements with the District Courts. Communicate questions, concerns or pending items with the auditor 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 at least twelve (12) 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).

**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 with extended periods of sitting, standing, bending and/or reaching may be required. Ability to lift up to 40 lbs. 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.

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