

JOB DESCRIPTION

Job Title: Auditor I

FLSA Status: Exempt

Salary Grade: 6

PURPOSE OF POSITION

The Auditor I will perform complex professional internal auditing work and assist with communicating results of audit and consulting projects in written form or oral presentation. This position maintains all organizational and professional ethical standards and complete all internal audit work in compliance with the IIA's International Standards for the Professional Practice of Internal Auditing. May lead the work of more junior roles.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the Auditor series. At this level, assignments are generally limited in scope and are performed within a procedural framework established by higher-level employees.

SUPERVISION EXERCISED AND RECEIVED

- Receives supervision from departmental management/supervisory level roles
- No formal supervisory responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Perform professional internal auditing work, including performance, operational, finance, and compliance audit projects.
- Identify, develop, and document risk areas, audit issues, and recommendations for process improvement.
- Develop audit criteria and documents processes and procedures by conducting interviews, reviewing documents, developing and administering surveys, and preparing work papers.
- Serve as liaison for external audits. Facilitate audit completion, and follow up on prior recommendations.
- Assist in planning, developing, and performing the Agency Wide Risk Assessment, and Annual Audit Plan.
- Research best practices from the industry, obtaining and reviewing policies and procedures, preparing questionnaires, and documenting risk assessment.
- Participate in annual department budget planning, programming, execution, and tracking.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's Degree in business administration, public administration, or a related field.
- A minimum of two (2) years of full-time experience in internal auditing, external auditing, operations, accounting, business analysis, or program evaluation, or any combination of education and experience that provides equivalent knowledge, skills, and abilities may be considered.



- A combination of training, with a minimum of an Associate Degree and/or experience that provides the required knowledge, skills, and abilities, may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.

Preferred Qualifications

None

Knowledge, Skills, and Abilities

Knowledge of:

- Industry audit standards and best practices, such as the Institute of Internal Auditors (IIA) or Generally Accepted Government Auditing Standards (GAGAS)
- Applicable local, state, and federal laws, rules, regulations, and policies governing public procurement and complex contract administration processes
- Theories, principles, and practices of contract administration for public agencies
- The Authority's operations and business processes

Skilled in:

- Use of Microsoft Office
- Use of budgeting software (Oracle)

Ability to:

- Communicate effectively, both orally and in writing, to individuals and groups at all levels within and outside of the organization
- Manage multiple projects

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position; such as computers, office equipment and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)



Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last updated: June 2025

