



Performance Auditor Intern

January 2024 | Office of the Legislative Auditor General

State of Utah

Invites applications for the position of Performance Auditor Intern, Job #40053

PHYSICAL ADDRESS: Utah Legislature
Office of the Legislative Auditor General
W315 House Building, State Capitol Complex
Salt Lake City, UT 84114

OPENING DATE: Tuesday, January 9, 2024

CLOSING DATE: Continuous

For priority consideration, please send in application no later than January 30th, 2024

JOB DESCRIPTION:

The mission of the Office of the Legislative Auditor General is to serve the Utah Legislature and the citizens of Utah by providing objective and credible information, in-depth analysis, findings, and conclusions that help legislators and other decisionmakers improve programs, reduce costs, and promote accountability.

We are looking to fill multiple Performance Auditor Intern positions. This entry-level role is intended to be occupied by students completing their final year of a directly relevant master's degree program. The work schedule is flexible, generally 20-25 hours per week arranged around your school schedule. Auditor Interns are assigned to specific audit teams to receive on-the-job training in audit methodology and process.

EXAMPLES OF DUTIES:

- Conduct efficiency, effectiveness, compliance, financial, and organizational performance reviews of state government agencies.
- Support senior performance auditors and auditors-in-charge to gather and interpret data used in reports to the Utah State Legislature.
- Distill complicated data sets and concepts into multiple formats, reports and infographics aimed at different audiences, considering the varied needs and requirements of those audiences.
- Collect and analyze data necessary to evaluate state agencies
- Conduct interviews, field observations, and document reviews of audited agencies in a potentially confrontational environment
- Compile information into reports for legislators and other public officials



MINIMUM QUALIFICATIONS:

- At least one full year of master's degree coursework completed in public administration, public policy, economics, or closely related field.
- Must be non-partisan

PREFERRED QUALIFICATIONS

- An aptitude for understanding qualitative and quantitative analytics, organizational and financial controls.
- Strong interpersonal communication skills necessary to create and maintain cooperative and effective working relationships.
- Stellar writing and presentation skills to effectively communicate audit conclusions.

SALARY:

- \$24.00 per hour. This position is not eligible for benefits.
- This position will be up to a one-year assignment with a possibility to work into a full-time benefits eligible position.

All offers of employment for positions within the Office of the Legislator General are issued conditioned upon successful completion of an FBI-level (fingerprint) background check administered by BCI. Once employed, an employee is subject to the FBI's on-going process of continuous monitoring for criminal and arrest records.

APPLICATION INSTRUCTIONS: Send a cover letter and resume to Jennifer Fife at hr@le.utah.gov. For priority consideration, please send in application materials no later than January 30th, 2024.

SUPPLEMENTAL INFORMATION:

Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position.

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact Jennifer Fife at jfife@le.utah.gov.

Veteran's Preference (Utah Code Ann. 71-10-1, et. Seq.) An applicant claiming veteran's preference must do so in the body of the cover letter by providing sufficient information to identify the type of veteran's preference requested. Additionally, a copy of the applicant's DD-214 must be attached to the resume. If a disabled preference is claimed, a copy of the applicant's letter form the VA stating the disability percentage granted must also be attached.