



Department of Consumer Affairs
CALIFORNIA BUREAU OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

GENERAL AUDITOR II

Sacramento

Permanent — Full-time

The California Bureau of Real Estate has an opening in its Audits section for a General Auditor II. The office is located at 1651 Exposition Blvd., Sacramento, 95815. This is a Permanent, Full Time position.

Duties of the position include:

- Perform assigned investigative audits that are initiated by Enforcement, usually independently, but may be as part of a team, concerning trust fund handling. Performance of these audits requires pre-planning, including the study of any previous audit performed and discussion of the case with the Special Investigator or Real Estate Counsel handling the case, and checking licensing information. The primary emphasis of all of these audits is trust fund handling compliance.
- Test of accounting records for accuracy versus source documents, compliance testing of transactions against laws and regulations, reconciliation of accounts used for trust fund handling and comparison of reconciled balances against trust fund liability, and determination whether the licensee is otherwise in compliance with the Real Estate Law and Commissioner's Regulations.
- Perform follow-up audits of licensees to determine whether corrective action has been taken by broker in response to a Corrective Action Letter or Desist & Refrain Order. Review quarterly trust fund position statements submitted to the Bureau. Participate in webinars or in-person training provided by the Bureau or Department of Consumer Affairs. Participate in monthly staff meetings covering current audit topics and discussion of procedures.

Required /Desirable qualifications:

- Dependable and excellent attendance. 4-year degree in accounting or 19 units of professional accounting/auditing courses (transcripts required).
- Field investigative audit experience.
- Financial auditing or accounting experience.
- Ability to learn and apply real estate laws and regulations to specific audit situations. Ability to perform and complete audit assignments.
- Ability to write accurate, concise audit reports.
- Ability to work under pressure within mandated timeframes.
- Willingness to travel within the regional area (occasional overnight travel).
- A valid California Driver's License with good driving record.
- Knowledge of California Real Estate Laws, Rules, and Regulations.
- Computer literate, preferably with experience in Microsoft Word and Excel.
- Dependable and reliable. Excellent attendance.

Salary: \$3918-5151

Who may apply: Eligible candidates who are current state employees with status in the above classification or lateral transfers in an equivalent class, former State employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. All methods of appointments, including Training and Development (T&D) Assignments will be considered. All interested applicants must submit a standard State Examination/Employment Application form (STD 678, Rev. 10/2013) with original signature, and must clearly indicate the basis of their eligibility (list, transfer, or reinstatement, [do not notate LEAP eligibility] in the "Explanations" section of the STD 678. SROA and Surplus candidates are encouraged to apply. Appointment is subject to SROA and State Surplus policies. Surplus candidates must submit a copy of their surplus status letter. All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please go to <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> and enter the Classification Code or title you wish to review. In addition, please attach all required supporting documents (i.e. transcript/diploma, license and/or required certificate) to your application. Applications will be screened and only the most qualified applicants will be considered for an interview. All appointments are subject to approval of the DCA Office of Human Resources. The State of California and DCA is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Please indicate RPA# 623-094 along with the classification and position number of this position, on your application in order for it to be considered. Title 11, Section 703(d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, incumbents in this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

Submit Applications to:

Bureau of Real Estate - Human Resources
1651 Exposition Blvd.
Sacramento, CA 95815
(916) 263-7361

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

Applications may be obtained from the CalHR website at <http://www.jobs.ca.gov>.

FINAL FILING DATE: June 12, 2015

Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above date. Applicants will be screened on the Required/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.