



CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

**COMPLIANCE SPECIALIST
(Part-Time)**

Cancer Prevention and Research Institute of Texas (CPRIT) is the second largest funder of cancer research and prevention activities behind only the federal government. Over the past decade, CPRIT has invested more than \$3 billion in cutting edge research leading to a significant increase in intellectual property and knowledge related to cancer treatments, cures, and prevention best practices. CPRIT offers an unparalleled opportunity to catalyze discovery and progress in the prevention, diagnosis, and treatment of cancer.

General Position Summary

This part-time position is responsible for performing highly complex auditing, compliance, and technical assistance work. Work involves examining, reviewing records, reports, financial statements, and management practices to ensure compliance with state statutes and internal regulations. Supports the work of and interacts in consultation with agency staff in the prevention, academic research, and product development research program areas, as well as finance, legal, and compliance areas. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Part-Time Salary: \$39,476/year

(20 hours per week)

Closing Date: May 31, 2023

GENERAL QUALIFICATION REQUIREMENTS:

Experience and Education

Three (3) years of full-time experience working in the following fields or a combination thereof: accounting, auditing, or compliance monitoring.

Experience conducting compliance monitoring reviews, including analyzing budgeted expenditures, interpreting state laws, and policies and procedures.

Bachelor's Degree in Accounting, Finance or Business Administration, or related field is required. Experience and education may be substituted for one another on a year-for-year basis.

Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) is preferred.

Knowledge and Abilities

Knowledge of accounting and auditing methods and systems and generally accepted auditing standards and procedures. Ability to interpret agency policies and procedures and the Texas Grant Management Standards (TxGMS).

Ability to compose clear and concise written reports, to gather and analyze accurate and relevant audit and compliance information, to evaluate accounting and management operations systems for accuracy, to accurately complete and assemble working papers, and to communicate effectively.

High degree of flexibility to respond quickly to changing goals with the ability to work under pressure and meet deadlines. Ability to work in a proprietary grant management computer database system. Proficiency with Microsoft Office Excel, Word, Outlook, and SharePoint.

EXAMPLES OF WORK PERFORMED

Monitors grant recipient compliance via onsite and desk reviews.

Performs complex reviews of grantee reimbursement requests to ensure adherence to agency policy.

Develops audit scopes, objectives, procedures, and deliverables.

Develops statistical sampling plans.

Examines and analyzes the management operations, internal controls, and accounting records of grantees for reliability, adequacy, accuracy, efficiency, and compliance with regulations.

Prepares audit reports, including the preparation of outlines, specification of internal reviews, preparation of draft reports, review of the draft reports with clients, preparation of the final reports incorporating client comments as appropriate, and submission of the final reports for review and approval.

Advises on the requirements, liabilities, and penalties of compliance and noncompliance, and recommends improved accounting or management operation systems controls.

Effectively communicates, interprets, and clarifies agency policies and procedures and requirements to ensure compliance with applicable statutes, rules, and other requirements.

Recommends changes in business processes and accounting or management procedures.

Defines audit issues by researching specific topics through interviews, document reviews, prior audit findings, and other research techniques.

Plans and organizes audit procedures.

Conducts post-audit assessments.

Evaluates grant recipient policies, procedures, and internal control mechanisms to ensure reported programmatic information is accurate, reliable, and timely, and that grant-funded resources, including capital equipment purchases, are adequately safeguarded.

May review grantee single audit reports to ensure compliance.

May review annual compliance attestation forms, monitor deficiencies, and maintain a status report.

May provide on-going training for grant recipients related to agency policy and procedures and guidance to maximize grant recipients' performance.

Performs all other duties as assigned.

Military Occupational Codes:

The Military Occupational Specialty (MOS) codes applicable to this position can be accessed at: https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf. Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields listed in the above link who meet the minimum qualifications listed above are encouraged to apply.

Application Instructions

If you meet the qualifications, complete, and submit a State of Texas application online via the WorkInTexas.com portal. You may also mail the application to Cancer Prevention and Research Institute of Texas, Human Resources, P.O. Box 12097, Austin, Texas 78711.

A State of Texas application may be obtained from <https://www.twc.texas.gov/jobseekers/state-texas-application-employment#applicationFormForDownload>.

All résumés must be accompanied by a fully completed state of Texas application. Incomplete applications may be disqualified at the agency's discretion. Faxed and emailed applications will not be accepted.

CPRIT is a non-smoking office; the agency is in the Capitol Complex of Austin, Texas.

CPRIT currently offers teleworking as an option to employees.

The Cancer Prevention & Research Institute of Texas is an equal opportunity employer.

You may find additional information regarding the Institute's history and operations on the agency's website at <https://cprit.texas.gov/>.