



# State of New Hampshire Office of Legislative Budget Assistant Audit Division

## FINANCIAL AUDITOR SALARY RANGE: \$64,526 – \$89,817

The Audit Division of the Office of Legislative Budget Assistant, an independent organization of New Hampshire government, is currently seeking a full-time financial auditor. This entry level position offers a unique opportunity to perform professional auditing work of State departments, programs, and activities in an environment where new and creative ideas are sought and encouraged. Under the guidance of a team of experienced auditors, the position entails working on financial audits in accordance with professional auditing standards, from initial planning through fieldwork and report writing. This work experience qualifies towards a job candidate's audit experience for license certification in the State of New Hampshire as a Certified Public Accountant (CPA).

The Division was established in 1969 to perform financial and compliance audits. The Division takes pride in its role in improving public accountability, with the goal of providing legislators, State department management, and the public with relevant information to aid in decision making. The nonpartisan Audit Division reports to New Hampshire's joint Legislative Fiscal Committee.

Essential job functions include:

- Performs inquiries, requests and analyzes client information, reviews client documents, composes process narratives, identifies internal controls and weaknesses, assesses risk;
- Develops and performs audit procedures, develops conclusions and recommendations for improvement, and prepares audit documentation for review in accordance with Office policies and procedures;
- Performs research and uses knowledge of professional standards;
- Develops and maintains productive client and staff relationships; and
- Safeguards sensitive and confidential information.

Required qualifications include a bachelor's or advanced degree from an accredited college or university with a major study in accounting, business administration, or similar discipline, including at least 12 semester hours of accounting. A master's degree in accounting or business administration is preferred. Excellent communication skills and a willingness and ability to obtain licensure as a CPA within a reasonable period of time after hire are also required.

Starting salary for this position typically does not exceed \$64,526. We offer a competitive benefits package including affordable, comprehensive health and dental insurance; pension plan; 457 deferred compensation plan; and life insurance. Relocation assistance is not available. The Division's telework policy permits remote work when auditors are not required to be in the Office or at an audit site.

Cover letter and resume should be submitted to the NH Office of Legislative Budget Assistant, Attn: Christine L. Young, State House, Room 102, Concord, NH 03301; or emailed to [lbacareers@leg.state.nh.us](mailto:lbacareers@leg.state.nh.us).

(October 2023)