

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Auditor

JOB CODE: 002405

DATE PREPARED: October 1, 1989

Revised: April 13, 1994

SUMMARY STATEMENT

The Auditor conducts examinations in accordance with the Company's Internal Audit Program; reviews data regarding material assets, net worth, liabilities, capital stock, surplus, income, and expenditures; and inspects items in books or original entries to determine if the proper procedure for recording transactions was followed.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have direct supervisory responsibility for one nonexempt employee. This position reports to the Chief, Internal Audit.

NATURE AND SCOPE

1. Plans and conducts audits of the Company's financial, administrative, and service functions;
2. Performs specific segments of major audits, such as the checking, verification, and balancing of accounts receivable and accounts payable, or the review and evaluation of the controls and procedures;
3. Participates in conducting operational, functional, and financial audits as assigned by the Chief, Internal Audit;
4. Assists Senior Auditors in examining financial records and cost data of subcontractors or suppliers wherein the Company is a party of interest;
5. Assists Senior Auditors with subcontract audits and procurement reviews as required;
6. Participates in special audits and reviews requested by REECo and DOE management;
7. Attends and participates in post-audit conferences and assists in the issuance of formal reports;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking in office for short distances;
2. Constant sitting throughout work shift in office chair;
3. Occasional lifting/carrying, 1 to 10 pounds of paperwork, office supplies; sometimes up to 20 to 25 pound boxes of records;
4. Occasional push/pull up to five pounds of force in opening doors or file drawers;

Auditor

5. Occasional climbing stairs, two to three flights, to reach work area;
6. Frequent-to-constant use of hands/arms in reaching/handling/grasping/fingering while operating computer, calculator, copier, or completing paperwork;
7. Constant use of sight/speech/hearing abilities in operating computer and office equipment, completing paperwork, reading documents/screen, and dealing with supervisors and coworkers.

Mental

1. Constant mental alertness, attention to detail, and accuracy are required in verifying and reviewing financial and functional records, ensuring that all activities are performed properly and accurately;
2. Must be able to use independent judgement, organizational, and problem-solving skills to resolve issues and research problems;
3. Must be able to follow through with projects and instructions;
4. Must possess oral/written communication skills in order to deal with coworkers in a professional, effective manner;
5. Must possess excellent mathematical skills including algebra;
6. Must be able to read/write/speak English and record data accurately;
7. Must be able to follow multiple tasks, often with frequent interruptions.

PRINCIPAL CONTACTS

The incumbent has continual contact with middle management concerning audit work, audit findings, and recommendations. Contact with representatives of subcontractor and supplier organizations is needed to analyze and evaluate subcontracting and procurement transactions.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires two years of professional auditing experience which has provided a working knowledge of both financial and functional auditing methods and techniques.

REQUIRED TRAINING

This position requires a bachelor's degree in accounting or business administration, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.