



Wyoming Judicial Branch Position Announcement

Job Title: Internal Auditor

Location: Wyoming Supreme Court

Salary Range: \$60,000 - \$77,000 annually

Closing Date: Open until Filled.

The Wyoming Supreme Court, located in Cheyenne, Wyoming, seeks to hire an Internal Auditor to plan and conduct audits of the Wyoming Supreme Court (WSC) and Circuit Courts to increase financial responsibility and accountability within the courts; to ensure compliance with State constitution, statutes, and rules; and to verify proper internal controls are in place. This position also fulfills the statutory audit requirements of the Civil Legal Services fees that fund Equal Justice Wyoming and its subrecipient grant agencies across the state.

Information about the Court and Community

The Wyoming Supreme Court is the final arbiter of cases that arise under state law. Its decisions are final except for cases that involve a question of federal law, which can be appealed to the United States Supreme Court. The AOC assists the Judicial Branch in fulfilling its constitutional and statutory functions by providing administrative, technical, financial, payroll, auditing, and human resources support to over 300 employees. Our goal is to provide services in an accurate, timely, efficient, and equitable manner. Our offices are in Cheyenne, Wyoming which is home to Cheyenne Frontier Days rodeo and abundant opportunities for outdoor recreation. Cheyenne, the capitol of Wyoming, is a growing metropolitan area which thrives on its Western heritage.

Information about the Benefits Package

In addition to an annual salary, employees of the Wyoming Judicial Branch receive a generous benefits package to include the State of Wyoming retirement pension plan and 457 Deferred Comp plan; affordable health insurance package including health, dental, life, vision, Short and Long-Term Disability, ambulance coverage, and Employee Assistance Program; paid annual, sick and holiday leave, and much more.

Information about the Position

This position is responsible for providing subject matter expertise as well as making recommendations for professional development opportunities for staff, mentoring, training, policy, and practice.

Job duties include the following:

- Establish yearly audit schedules.
- Conduct pre-audit preparation, coordination, and review, including risk assessment for overall audit strategy.
- Conduct desk and on-site examinations of court documentation and processes, reviewing for adequacy of operating procedures and internal controls.

- Consider information gathered from other WSC departments, help desk tickets and Audit Committee to determine areas of focus.
- Ensure findings are supported by source documentation.
- Interpret and apply Wyoming state statutes and work with legal staff or other WSC staff as necessary.
- Prepare reports of audit findings and recommendations and provide to Audit Committee, audited court, Circuit Court Executive Committee, and Supreme Court justices.
- Track progress of corrective action plans, where applicable.
- Suggest changes to structure of internal audit function for management consideration, as appropriate.
- Identify additional training needs and communicate these needs to the Applications and Training divisions. Train clerks on best practices and recommendations from the Wyoming Supreme Court.
- Research and respond to questions and help desk tickets from clerks.
- Establish relationships with courts.
- Make verbal presentations to chief clerks, judges and other groups as needed.
- Monitor local and national trends and law changes applicable to internal audits and the court system and recommend necessary changes to maintain current, effective, and efficient procedures.
- Keep abreast of continually changing rules, policies, and legislation to be able to properly analyze and interpret them to ensure accurate and critical audit valuation decisions.
- Assist in the development or updates of rules, policies, procedures, and strategic planning.
- Resolve questions and problems presented by court personnel.
- Investigate and gather evidence as determined by audit results. May testify under oath to defend audit reports and findings.
- Compile and distribute monthly transaction reports and financial statements for WSC programs, circuit courts, district courts and the Board of Law Examiners.
- Assist with preparation of the judicial branch budget in IBARS and Excel.

This position requires an ability to:

- Plan, organize, and structure tasks as well as prepare reports.
- Effectively prioritize tasks in a high-pressure environment.
- Conduct research into systems issues and products as required.
- Present ideas in user-friendly language.
- Work independently.
- Start projects with little direction.
- Travel to include overnight stays.

This position requires skills in:

- Assessing, evaluating, prioritizing, and handling multiple tasks, projects, and demands.
- Working within deadlines to complete projects and assignments.

- Establishing and maintaining effective work relations with co-workers and others having any interactions with the Branch.
- Preparing clear and comprehensive written and electronic documents, correspondence, forms, and reports.

This position involves knowledge of:

- GAGAS or other regulatory standards.
- Researching information sources.
- Federal and State regulatory reporting requirements.
- Types of internal and external audit reports.
- Information technology security procedures.
- The theory and practice of accounting, management, and information systems.

Physical Demands:

This position requires mobility to work in a typical office setting. The applicant must have the ability to:

- Use standard office equipment.
- Sit at a desk for prolonged periods and work on a computer.
- Stand and/or walk occasionally to frequently.
- Read printed materials and computer screens.
- Communicate in person or over the phone.
- Lift up to 50 pounds at times.
- Travel.

Information about the qualifications and terms

Qualifications:

Education: Bachelor's degree required in accounting or a closely related field. Preference will be given to applicants who are CPAs or CIAs.

Work Experience: Three to six years of experience in accounting or auditing with increasing levels of responsibility.

Terms:

Employment is "at will."

FLSA: Exempt.

The Wyoming Supreme Court is a State of Wyoming employer.

Applications. Interested applicants must submit a cover letter, resume, and completed Branch application for consideration. [Click here](#) to complete the application process on-line. The Branch also accepts email and mail submissions. Please use the [downloadable application](#) and return the completed form along with a cover letter and resume to Wyoming Supreme Court, Attn: Human Resources Manager, 2301 Capitol Avenue, Cheyenne, WY 82002; or via email to breedy@courts.state.wy.us.

Veterans. If you are a United States Armed Forces veteran, or the spouse of a veteran who was married to that veteran at the time of that person's death and receive survivor benefits, to receive veteran's preference under Wyo. Stat. Section 19-14-102, you must complete the Veteran's Preference section of the Wyoming Judicial Branch At-Will Employment Application and attach a Form DD214 to the application.

EEO/ADA. The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities.