

Auditor II

Summary of Duties:

Reporting directly to the designee of the Chief Audit and Compliance Officer, conducts financial, operational and compliance audits. Evaluates compliance with auditing standards and Metra policies. Follows audit program to carry out required task, prepares audit workpapers together with a summary report of findings and recommendations. Checks bookkeeping and accounting records and verifies the underlying financial documentation and data. Applies cost allocation principles to review reasonableness, accuracy, and completeness of costs and revenues. Reviews accounts and conducts on-site audits of ticket agents and stations, mechanical shops, train yards, joint facilities, and other operations. Reviews mechanical and engineering specifications, additive rates, contractual terms and other issues used in evaluating the cost factors for various procurements, change orders and billings to or from other railroads and entities. Interprets regulations and complex contracts such as Joint Facilities, PSA (Purchase Service Agreements), and other Agreements, and applies knowledge in the audit of complex transactions. Performs increasingly complex audits from the initial planning stage to the report writing stage.

Minimum Acceptable Qualifications:

- Bachelor's degree in Accounting, Business or Computer Science with twenty-four (24) academic college level semester hours in accounting.
- Must have three (3) years of experience in internal auditing, accounting, public accounting, and/or accounting information systems.
- Must have knowledge of generally accepted accounting principles and/or auditing standards.
- Excellent oral and written communications skills, and analytical skills are essential.
- Must be proficient in Microsoft Office Suites and have knowledge of mainframe systems.

All employees are responsible for performing his/her job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information:

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: jobs@metrarr.com

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

Metra / 547 W. Jackson Blvd. / Chicago, IL 60661