

Senior Consultant

Cost Advisors, Inc. is a consulting firm specializing in services and software tools related to recovery auditing, internal auditing, fraud prevention /investigation (forensic accounting) and the Sarbanes-Oxley (SOX) Act. We provide controls monitoring, data cleansing and data mining of client transactions with a view toward recovering erroneous payments or discovering and investigating fraud.

Objective: The person that we hire for this job will apply accounting and software skills to finding and resolving these irregularities. We are seeking an entrepreneurial accountant who favors a variable compensation package where the employee's skills and effort will determine their pay.

Responsibilities: In the role of Senior Consultant, you will assist clients with their business processes and controls. The end-result of your work may be to: recover overpayments to the client's vendors, distributors, dealers, employees, or recover unpaid royalties due from client licensees, make recommendations to improve processes and uncover fraud. Specific activities include:

- Performing interviews and walkthroughs with client staff to understand and document business processes and controls.
- Obtaining client data necessary to perform required tests.
- Developing testing programs, identifying populations, selecting items from the population, obtaining hardcopy evidence of transactions.
- Auditing and evaluating the adequacy of client internal controls including segregation of duties.
- Developing and executing queries on large databases to find errors and irregularities.
- Identifying recovery claims for clients. Managing client recovery claims to ensure collection. Assisting with client invoicing and collection of recovery fees from client.
- Preparing workpapers evidencing work performed and conclusions reached.
- Performing quality review of subordinate workpapers, documentation, test scripts and test results.
- Communicating findings verbally and by preparing formal reports containing all pertinent observations, findings, evaluations and recommendations.
- Planning your time, meeting your commitments, and keeping project managers informed about your status and progress.
- Performing other related work as assigned.

You will be responsible solely or as a member of an audit team. General supervision may be received from a project manager; however, Senior Consultants must be able to work independently and require little to no supervision or review of work performed.

Skills and Qualifications (your application should include a tabular comparison of your skills and qualifications to the items below):

Required:

- Willingness to work on a pay-for-performance basis.
- Enthusiasm, confidence and persistence in finding exceptions in large data sets.
- Three years of experience with business processes such as: Expenditures, Order Processing, Billing, Collections, Payroll, Treasury, Fixed Assets, etc. Knowledge of data and transaction integrity issues.
- Effective verbal and written communication and relationship-building skills.
- Auditing experience including client interviewing, testing, workpaper preparation, report writing.
- Understanding of relational database fundamentals.
- Advanced Excel 2007 including pivot tables and macros. Enjoyment and competence with computers, and software in general.
- Self-starter with strong work ethic and ability to work alone, often without supervision.

Preferred:

- Accounting certifications: CPA, CIA, CFE, and/or CISA.
- IT Certifications such as MCITP or anything developer/database related.
- VBA code experience.
- Licensed Private Investigator.
- CaseWare IDEA.
- SQL Server, SQL desktop experience in a similar capacity.
- Formal training in IT including Microsoft Access, SQL, VBA.

Please review the Cost Advisors website at: www.costadvisors.com

E-mail your resume to: bill@costadvisors.com or fax to: 503-292-0703

Your application response should include a tabular comparison to the skills & qualifications above.