

Opening Date: June 6, 2022

Closing Date: Open Until Filled

**CAREER OPPORTUNITY  
MISSOURI DIVISION OF ALCOHOL AND TOBACCO CONTROL**

**TITLE:** External Posting – Auditor

**LOCATION:** Missouri Division of Alcohol and Tobacco Control  
1738 East Elm Street, Lower Level  
Jefferson City, MO 65101  
(573) 751-2333

**DESCRIPTION:** This is a professional position responsible for the auditing of liquor licensees for various compliance areas of the liquor control laws and regulations. The auditor performs audits and/or reviews the work of the compliance team and submits recommendations.

**BENEFITS:** The State of Missouri offers a comprehensive benefit package which can be reviewed here, <https://oa.mo.gov/state-employees-new#mini-panel-state-employees-tabs2>. Additionally, a state vehicle will be available to the Auditor for field-related work. The Division offers limited remote-work opportunities for certain positions based on employee performance and qualifications.

**EXAMPLES OF WORK:** This position primarily works 8am – 4:30pm, Monday through Friday in the Jefferson City office; however, an Auditor’s schedule will vary when conducting site visits across the state. The Auditor is responsible for ensuring licensees are compliant with Chapters 311, Sections 407.924 through 934, RSMo, and the Rules and Regulations of the Supervisor of Alcohol and Tobacco Control. To achieve this, the successful candidate will perform audits of microbreweries, liquor and wine manufacturers, domestic wineries, solicitors, wholesalers, and retail licensees to regulate the commerce in distilled spirits, wine and malt beverages as it applies to the three-tier system of alcohol distribution. Audit reviews may include any areas that require knowledge of accounting systems and auditing procedures, e.g. pricing incentives to retailers, deceptive business practices detectable through review of accounting and inventory records, unauthorized transfers of merchandise, etc. The successful candidate will perform inventory counts to determine if all excise taxes are paid on intoxicating liquors. Other duties included, but are not limited to, performing excise tax receipt reconciliation, prepare audit reports and violation reports for supervisory review, testify on findings in audit and/or violation reports before the State Supervisor, Administrative Hearing Commission and/or Circuit Court. Perform, and other duties as assigned.

**QUALIFICATIONS:** Must be a United States Citizen and taxpaying resident of Missouri at the time of hire. Applicant must be able to read and write the English language. Applicant must possess ordinary physical strength and be able to perform a variety of repetitive physical tasks associated with completing an inventory count including, but not limited to, bending and/or leaning over, climbing stairs and/or ladders, crawling into and/or through confined areas, lifting boxes of intoxicating liquor, etc. Must be able to pass a background investigation including a criminal record check and drug test.

**SPECIALIZED EDUCATION/EXPERIENCE REQUIREMENT(S):**

Auditor II: Applicant must possess a bachelor’s degree from an accredited college or university with a minimum of 24 earned credit hours in accounting. Must also have at least one year of professional financial and/or auditing experience. Starting salary range \$48,000-\$50,000

Auditor I: Applicant must possess an associate’s degree or higher from an accredited college or university with a minimum of 12 earned credit hours in accounting. Must also have at least one year of professional financial and/or auditing experience. Starting salary range \$41,000-\$43,000

Associate Auditor: Applicant must possess a high school diploma or GED. Must also have at least one year of professional financial and/or auditing experience. Starting salary range \$36,000-\$38,000

**APPLICATION PROCEDURE:** Individuals who wish to be considered for this position must complete a State of Missouri Application on the MO Careers website. Completed applications, with any supplemental documents such as a cover letter, resume, college/university transcript(s), etc., must be completed online through the MO Careers website can be accessed via <https://mocreers.mo.gov/hiretrue/mo/mocreers/index.html>. This position is open until filled.

**EQUAL OPPORTUNITY STATEMENT:** The Division of Alcohol and Tobacco Control is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability status, or any other non-merit factor.