

Department of Labor and Industrial Relations

Career Opportunity

Unemployment Insurance

89-Day Non-Civil Service Appointment

Auditor I

NC23-05

\$21.39 hourly

Date of Issue: August 2, 2022

LAST DAY TO FILE APPLICATIONS: Continuous

Duties and Responsibilities include but are not limited to:

Assists higher level auditors to conduct investigations and render determinations on disputed liability cases, suspected cases of fraud and potentially misclassified workers. Maintains and updates employer accounts. Advises employers regarding compliance with the statutory provisions of the unemployment insurance (UI) law.

Minimum Qualification

Bachelor's degree from an accredited four (4) year college or university with at least twelve (12) semester credit hours in accounting and/or auditing subjects. **Submit an official transcript of your college degree as verification.** * *Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. – Submit foreign education credential evaluation.

Preferred Skills and Abilities

Willingness to learn and retain information. Attention to detail. Ability to use appropriate interviewing techniques to reach sound conclusions and render defensive determinations. Ability to prepare clear and concise reports. Ability to deal effectively with people. Ability to operate computers and calculators.

Pay Rate

\$21.39 per hour

Hiring rates will be based on availability of funds, the applicant's qualifications, and other relevant factors.

Please Note: All applicants who are conditionally offered employment or conditionally approved for movement into this position must meet citizen/residency requirements and shall be subject to a comprehensive background check which includes FBI Fingerprinting, criminal records and employment review, in accordance with IRS Publication 1076 and Hawaii Act 132.

To apply : **Email** the following items to dulcie.a.dunaway@hawaii.gov

- **Application** (required)
- **An official transcript of your college degree (required)** – Application without a proof of your education will not be considered.
- Resume (optional)

Notice of “At Will” Employment:

The position is exempt from civil service and temporary in nature. Therefore, if appointed to the position, your employment will be considered to be “at will”, which means that you may be discharged from your employment at the prerogative of the department head or designee at any time.