

Job title: Auditor/Accountant**Agency: North Dakota Real Estate Commission, a State government commission**

Job located at 1120 College Drive, Suite 204, Bismarck

Full-time, non-classified position with full State benefit package

Hiring salary range: \$75,000 to \$95,000 per year based upon qualifications and experience

Hired and supervised by Executive Director

www.realestatend.org

Job description**Summary of work:**

The North Dakota Real Estate Commission is charged with protecting the public by regulating the standards of practice of licensed real estate salespersons and brokers, which includes auditing and monitoring broker trust accounts, continuing education, insurance and registration required by specific state statutes and rules. The Auditor/Accountant conducts trust account and other audits, monitors compliance with established state statutes and rules, assists real estate licensees with their trust account maintenance and other requirements, and serves as the accountant for the commission.

The Auditor/Accountant will:

- Plan and conduct remote trust account audits according to a schedule.
- Plan and conduct, or oversee the conduct, of remote audits of licensee continuing education.
- Track, or oversee the tracking of, real estate firm licensing and organization registration, errors and omissions insurance, systematically alert licensees to upcoming deadlines, and take appropriate action on noncompliant licensees.
- Develop summary analyses and reports of audit findings.
- Develop and monitor correctional plans for brokers.
- Provide ongoing technical assistance to licensees.
- Provide daily and monthly accounting services for the agency.
- Assist Executive Director with annual budget and monthly reporting, agency accounts management, and human resource management duties.
- Respond to outside audit firm on biennial fiscal audit of the agency.
- Assist other staff as needed with licensing processes such as applications, renewals, transfers, trust fund waiver requests, and other duties.
- Make recommendations to commission and legal counsel as directed.

Additional details of Auditor/Accountant duties:

1. Apply established auditing procedures and guidelines for real estate brokers to maintain trust account records according to applicable state statutes and rules.
2. Continue an established schedule and conduct remote routine and special audits of real estate broker trust accounts to assure highest compliance. An audit may be on-site if circumstances require it.
3. Develop correctional plans for brokers to assure compliance within timeframes. This involves monitoring progress according to plan; determining whether persistent problems warrant disciplinary action; and making recommendations for action.
4. Assist legal counsel as directed in complaint investigations and occasional hearings when trust account records are relevant.
5. Provide ongoing technical assistance to brokers and other real estate licensees on trust accounts.
6. Maintain internal controls for managing agency income and expenditures through generally accepted accounting practices.
7. Serve as the sole accountant for the agency, which includes completing monthly payroll,

paying bills, all fiscal record keeping, and assisting the private accounting firm hired to conduct biennial agency audits.

8. Assist Executive Director in managing income, various accounts, and reserves.
9. Track income and expenditures for monthly reports and draft annual budgets.
10. Report trust account audit findings and agency current financial statements at Commission meetings.
11. Operate as a member of a team of 4.5 staff to assure accurate and timely processing of licenses and high compliance with all statutes and rules for trust accounts, continuing education, and insurance.
12. Assist Executive Director in human resource management such as income and benefits reporting, onboarding of new employees and commissioners, and establishing policies and procedures.
13. Assist Executive Director by providing ongoing monitoring of agency operations performance to assure integrity and efficiency.
14. If a CPA, maintain CPA certification through continuing education and all other CPA requirements.

Minimum qualifications

- Bachelor's degree in accounting, business, or related field
- 3 years auditing and accounting experience
- proficient in QuickBooks or QuickBooks Online, Microsoft Excel, Outlook and Word
- strong analytical skills
- ability to work with others with various levels of accounting expertise to assure compliance with trust fund and other requirements
- excellent communication, interpersonal and organizational skills
- highly motivated self-starter

Preference may be given to candidates with State government accounting experience and candidates who are Certified Public Accountants (CPAs).

Application procedure: Email your: cover letter, resume and college transcripts (copies and unofficial transcripts accepted) to: Jeanne Prom, Executive Director, at Jeprom@nd.gov.

Paper submissions will not be accepted. Applications will be reviewed as they are received, and initial phone interviews will be conducted as soon as possible. This may be followed by additional interviews. The job opening closes when an applicant is hired.

For more information and for any assistance in the application process, contact Jeanne Prom at 701.328.9737 or Jeprom@nd.gov

Equal employment opportunity

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age or disability in employment or the provisions of services and complies with the provisions of the North Dakota Human Rights Act. As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.