



# Trust Account Auditor

Saint Paul, MN, United States

## JOB DESCRIPTION

### Description:

The Office of Lawyers Professional Responsibility located in downtown St. Paul seeks a full-time Trust Account Auditor. The position provides support to the office's attorneys by conducting financial audits of attorney trust accounts and other accounts where lawyers hold funds in a fiduciary capacity. This position also provides assistance with case investigations and prosecutions, including drafting legal pleadings, reports, and communications based upon the financial audits. This position is classified as an Internal Auditor.

### Examples of Job Duties:

- Independently plan and perform comprehensive audits of attorney trust account books and records or other accounts of attorneys holding client funds or funds held in a fiduciary capacity. This may include complex audits involving multiple years and multiple accounts. Identify and define issues, determine research criteria, review and analyze supporting documentation, and perform audit follow-up as required by the books and records requirements set forth in the Minnesota Rules of Professional Conduct.
- Prepare correspondence, memoranda, reports, charges or probation agreements, and any other documents and exhibits that are necessary based on the inventories, reviews, and forensic audits performed.
- Participate in witness and other interviews relevant to the inventories, reviews, and forensic audits performed.
- Testify in attorney discipline proceedings based on the inventories, reviews, and forensic audits performed and coordinate with the assigned litigation paralegal about

the necessary trial exhibits and other evidence to be submitted at trial.

- Provide guidance and education regarding maintenance of required trust account records and resolution of trust account issues.
- In collaboration with an assistant director, manage the trust account overdraft notification program established by the Rules, by undertaking trust account inventories, reviews, and limited audits, and all related tasks within that program and maintain and update as necessary the list of Minnesota financial institutions approved to maintain attorney trust accounts.
- Serve as back-up to the Office Administrator for finance and procurement responsibilities for the Office.
- Other duties as assigned and required.

### **Typical Qualifications:**

Below are the past experiences that will enable success in the role. Any combination of education, training, and work experience which indicates possession of the knowledge, skills, and abilities listed below will be considered. For the education requirements listed, the equivalent number of years of related experience may serve as a substitute.

#### Minimum Qualifications:

- Bachelor's degree in accounting, finance, or related field such as paralegal studies. Two years of full-time auditing, investigations, accounts examination or verification, accounting, or compliance and/or other relevant experience or training may be considered in lieu of an accounting or finance degree.
- Minimum two years of audit experience in reviewing and analyzing financial documents, preparing work papers, and drafting audit reports.

#### Preferred Qualifications:

- Public Accountant certification (CPA) or Internal Audit certification (CIA)
- Fraud Examiner certification (CFE)
- Significant (7 plus years) audit experience
- Experience with QuickBooks, CLIO, or other law office management programs.
- Trust account recordkeeping and preparation of triple reconciliations

#### Knowledge, Skills, and Abilities:

- Strong writing and verbal communication skills.
- Strong analytical and critical thinking skills.
- Complete working knowledge of standard office software, including Microsoft Word, Excel, word-processing and presentation software, PDF generation programs, video conferencing, and Access.
- Ability to meet specific deadlines on project-based assignments.
- Ability to simultaneously handle multiple areas of responsibility with minimum supervision, properly prioritizing tasks and duties as dictated by changing demands.
- Accuracy and attention to detail.

**Salary:**

The expected starting salary range for external candidates is \$31.52-\$40.17 per hour (\$65,814-\$83,875 annually). The full salary range for this position is \$31.52-\$48.81 per hour (\$65,0814-\$101,915 annually). This position is exempt under the Fair Labor Standards Act and is eligible for State of MN employee benefits.

**Supplemental Information:**

TO APPLY: Complete and submit your online application with resume and cover letter attached; this position will remain open until filled. Employment offers may be rescinded if the required criminal background check identifies job related convictions.

**ABOUT US****Why Work for Us?**

Minnesota Judicial Branch employees consistently express pride in their public service and in the quality of programs and services provided to customers, as well as appreciation for the teamwork and collaboration that is promoted within the MJB. We celebrate and are committed to the principles of diversity and inclusion, and actively seek and value diversity in professional background and cultural characteristics. We are intentional and mindful about the organizational culture we are building, seeking broad-minded individuals with robust capabilities who value supporting one another's growth.

## Employee Benefits

The Minnesota Judicial Branch cares about and invests in you as an employee. Because of that, we offer affordable yet competitive benefits to support you and your family's wellbeing. Our comprehensive benefits package for eligible employees includes health and wellness benefits, enhanced fertility benefits, short- and long-term disability, pension, paid parental leave, tuition reimbursement, and more. Learn more at [Employee Benefits - Careers at the Minnesota Judicial Branch Careers](#). Minnesota Judicial Branch employees may also be eligible for the Public Service Loan Forgiveness program. This federal program allows qualified individuals to have their loans forgiven after meeting certain requirements working in public service. You can learn more about this program from the Minnesota Office of Higher Education and the office of Federal Student Aid.

## Equal Employment Opportunity


It is the policy of the Minnesota Judicial Branch that all decisions regarding employment are made without discrimination on the basis of disability. Please let us know if you need a reasonable accommodation for a disability to participate in the employee selection process by contacting Human Resources at [DeAnthony.McKinley@courts.state.mn.us](mailto:DeAnthony.McKinley@courts.state.mn.us). The Minnesota Judicial Branch is an Equal Opportunity Employer. It is the policy of the Minnesota Judicial Branch that all decisions regarding recruitment, hiring, promotions, and other terms and conditions of employment be made without discrimination on the grounds of race, color, creed, religion, national origin, gender, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, or age. We value and encourage applicants from diverse backgrounds.

## Internal Applicants

If you are a current employee of the Minnesota Judicial Branch, please apply to open positions conveniently through your Oracle account by visiting [Opportunity Marketplace - Browse Opportunities](#).

[APPLY NOW](#)

### JOB INFO

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|---------------------------|--|
| Job Identification        | <b>487</b>   |
| Job Category              | <b>Accounting/Audit/Fin<br/>Careers</b>  |
| Posting Date              | <b>10/16/2024, 11:43 AM</b>  |
| Job Schedule              | <b>Full time</b>   |
| Locations                 | <b> 345 St Peter Street, St<br/>Paul, MN, 55102, US</b> |
| Min Salary                | <b>\$31.52</b>   |
| Mid Salary                | <b>\$40.17</b>   |
| Max Salary                | <b>\$48.81</b>   |
| Remote or Hybrid Eligible | <b>Yes - Hybrid</b>  |
| Job Type                  | <b>Standard</b>  |

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