INTERNAL AUDITOR

Overview:
Conduct or assist in conducting reviews of assigned organizational and functional activities by performing an evaluation of the adequacy and effectiveness of management controls over those activities. Our internal auditors determine and report on, within the assigned audit segments, whether organizational units in the company are performing their accounting and operational control activities in compliance with prescribed management policies.

Duties & Responsibilities:
- Assist in establishing corporate policy in all SOX related matters by understanding and interpreting regulatory requirements related to SOX.
- Assist in the development of testing procedure & methods to reach an assessment as to the effectiveness of internal controls.
- Perform and document required independent testing of key controls and identify control gaps related to Sarbanes-Oxley. Perform process documentation for SOX. Liaise with Control Owners to perform key SOX controls.
- Prepare summaries of testing results and interface with Company’s independent auditors.
- Assist in the planning of financial and operational audits and conduct such audits.
- Prepare audit work papers in compliance with internal audit policies and IIA standards
- Evaluate audit observations and draft recommendations to improve policies, procedures, efficiency and controls. Follow up on recommendations to ensure they are implemented timely and effectively.
- Perform special investigations and projects as assigned.
- Assist in Committee presentations and other aspects of completing the audit plan.

Qualifications:
- Bachelor of Science/Business Administration or Master of Science in Accounting
- Ability to sit for the CPA exam preferred
- Relevant work experience (e.g. internships, summer positions, school jobs) is helpful
- Demonstrated leadership, problem solving, and strong verbal and written communication skills
- Ability to prioritize tasks, work on multiple assignments, and manage ambiguity
- Ability to work both independently and as part of a team with professionals at all levels
- Willingness and ability to travel (domestic and international) as required. Travel is variable both in frequency and duration and could approximate 40%.

NOTES and QUESTIONS to ask: