

Job Description

Requirements

- 7 years of related experience.
- Certification, or working towards certification, as a Certified Public Accountant (CPA) and/or Certified Internal Auditor (CIA) is preferred.
- Internal Audit experience in higher education or healthcare is preferred.
- A professional certification is required, such as: CPA, CIA, CISA, CICA, CFE.

Job Responsibilities

- Supports the annual internal audit plan by executing moderate to complex internal audits of the Institution's functions, processes, and control activities to ensure reliability and integrity of information, compliance with policies and procedures, and achievement of operational goals and objectives.
- Understand and evaluate Institution business processes through the performance of interviews, process walkthroughs, and documentation of process narratives and/or flowcharts.
- Analyzes evidence, identifies gaps and areas for improvement and evaluates their significance and potential business impact to improve process effectiveness.
- Communicates assigned tasks to engagement teams in a manner that is clear and concise, ensuring high quality of deliverables.
- Review project team's workpapers, provide and ensure closure of review notes, and escalate potential findings for additional review.
- Monitors and reviews job progress and work papers to ensure accurate and timely completion of audit projects.
- Prioritize audit work for themselves and the project team; escalate to IA management when necessary.
- Provide audit/project specific feedback from the project team to IA management.
- Facilitates the communication of audit results and recommendations through written reports and presentations to management.
- Provides verbal and written recommendations to management on process and internal control improvements.
- Prepares audit reports and ensures audit findings have been confirmed by management and recommendations are practical and sustainable.
- Validates all management action plans with process owners and local management to ensure the reportable issues have been appropriately resolved.
- Build and maintain professional relationships with audit stakeholders.
- Attends learning programs, training and networking sessions while preparing/executing a defined career path.
- Performs all other duties as assigned.

Job Summary

Published : Jan 05, 2025
Employment Status : Full Time
Experience : 5 - <10 Years
Workplace : Hybrid
Salary : \$100000