INTERNAL AUDIT INTERN

JOB CODE:

Pay Structure/Grade: EMP-Hourly

Pay Range: $15-$21 per hour

Classification: Non-Exempt

JOB DESCRIPTION

Position Summary
Under basic direction from the Internal Audit Staff, the Internal Audit Intern will examine and evaluate the effectiveness of operational, financial and compliance controls. The role of the Internal Audit Intern involves performing financial, operational and compliance audits, documenting workpapers and communicating results. In particular, the Internal Audit Intern will perform audit procedures as part of assigned engagement.

Supervisory Responsibilities
This position does not have formal supervisory responsibilities over other employees.

Essential Duties and Responsibilities
• Assist in the development of audit programs, interview management and staff, and perform audit field work necessary for evaluating the effectiveness of internal controls and compliance with organization policies and procedures.
• Prepare work papers documenting procedures performed, to fully support testing findings.
• Communicate observation and recommendations to Internal Audit management and then process owners/control owners.
• Track and follow-up on observations and recommendations, after appropriate description and substantiation.
• Operate in accordance with the International Professional Practice Framework of the IIA (IPPF - Red Book).
• Establish and maintain credibility with audit clients and other stakeholders.
• Perform other related work as assigned.

The following discipline(s) fall under this job description:
• None.

Minimum Qualifications

Education and Experience
• Intern is ideally pursuing a Bachelor’s/Master’s degree in Accounting, Finance, IT, MIS or related Business field. Engineering and other scientific degrees can also be considered.
• Successful completion of a curriculum in internal audit is highly preferred.
• Must have an affinity for technical/operational audit and financial field, with a desire to acquire an understanding of Internal Auditing Standards, GAAP, GAGAS, PCAOB Standards, COSO, COBIT, and evaluations of systems of internal controls.
• Awareness of public sector, water utility or other utility is desirable.
Licenses, Registration, and Certifications

- Must be able to possess and maintain a valid Class ‘R’ Colorado driver’s license and have a satisfactory driving record.

Physical, Behavioral, and Environmental Exposures

- See Internal Auditor Job Analysis

Skills/Competencies

- Demonstrated project management and customer service skills.
- Strong written and verbal communication skills, for presentations to stakeholders and self-advocacy.
- Ability to independently manage multiple assignments simultaneously and have strong organization skills.
- Knowledge of Microsoft Office (Excel, Access, Word, and PowerPoint), as well as data analysis and computer applications related to auditing highly desirable.
- Analytical, statistical and problem-solving skills in order to most efficiently reach a conclusion.
- Communicates a “can do” attitude and positive outlook, minimizing deflating behaviors.
- Sound business acumen and well-developed assessment, judgment and critical thinking abilities.
- Strong conflict management skills to include resolution of complex issues, considering different points of view.

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Denver Water is an Equal Opportunity Employer.
This job description has been approved by Human Resources. Revised: 02/21/2020

JOB DESCRIPTION ADDENDUM

Division:

Purpose of Addendum

The addendum may be used and is maintained by the Manager. An addendum provides the Manager with the ability to include duties and responsibilities specific to the position/individual being performed.

Duties and responsibilities assigned to this position in clear, concise language: