INTERNAL AUDITOR (https://www.denverwater.org/careers)

JOB CODE: SPC071

Pay Structure/Grade: EMP-03

Pay Range: $66,344 - $78,000

Classification: Exempt

JOB DESCRIPTION

Position Summary
Under direction from the Chief Internal Auditor, the Internal Auditor will assist in the assessment of Denver Water’s risks and assist in the development of audit programs to evaluate the effectiveness of controls, as well as operational, financial and compliance controls. The role of the Internal Auditor involves managing and executing audit and consultative engagements in the operational, financial and compliance field, and communicating results to Management.

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

Essential Duties and Responsibilities

- Design, manage, and execute audit engagements with the objective of evaluating the effectiveness of internal controls, efficiency of operations and compliance with organization policies and procedures.
- Perform process walkthroughs and internal control testing procedures within budgeted timeframes for operational, financial and compliance controls.
- Prepare work papers documenting procedures performed and effectively communicate control observations to process owners/audit clients and other stakeholders.
- Build relationships across the organization, and regularly anticipate, prevent, or manage conflict between divisions, senior management, Internal Audit, and/or between individuals.
- Develop and communicate insightful, practical, reasonable and value-added recommendations that seek to improve risk management, internal control, governance and business processes.
- Assist with the Internal Audit annual entity-wide risk assessment, as well as the development and scheduling of comprehensive risk-based value-added internal audit engagements, programs and procedures.
- Support the initiatives around data analytics and development of continuous auditing and monitoring capability within the Internal Audit team.
- Write effective audit reports for consumption by Sr. Management, Executive team and the Board of Commissioners, including formal recommendations to management for review and implementation.
- Maintain the audit issue tracking mechanism that provides senior management and Board of Commissioners timely and relevant information on audit and compliance issues, and follow up on progress of issue resolution and recommendation implementation.
• Assist in the monitoring of regulatory environment and thought leadership providers for potential impact to the internal audit function and its stakeholders (e.g. IIA, ISACA, RIMS, AICPA, GASB, COSO, PCAOB …).

• Operate in accordance with the International Professional Practice Framework of the IIA (IPPF - Red Book).

• Establish and maintain a high level of credibility with audit clients and other stakeholders.

• Participate in fraud and ethics investigations, including preparation of documentation for legal action and oral testimony.

• Perform other related work as assigned.

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

Minimum Qualifications

Education and Experience
• Bachelor’s Degree from an accredited college or university in Finance, Accounting, Business Administration or a related field (advanced degree is desirable).

• Minimum 3 years of increasing experience in public accounting or professional services firm, or internal audit or relevant field.

• Experience in the public sector, water utility or other utility is desirable, as is exposure to construction auditing.

• Solid understanding of project management tools and techniques.

• Any equivalent combination of certifications, education, or experience that provides the required skills, knowledge and abilities for the position.

Licenses, Registration, and Certifications
• Certified Internal Auditor (CIA) is highly preferred, Certified Public Accountant (CPA) and/or Certified Information Systems Auditor (CISA) is a plus

• Must complete required HIPAA training within the first 6 months of hire.

• 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 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 and project management skills, managing competing demands by involving key stakeholders, and efficiently organizing schedules to accomplish tasks, projects, and goals.

• Effective interaction with employees at all levels of the organization, as well as third parties.

• Ability to build relationships and work well across functions inside the organization, to build team and influence others for desired outcomes.

• Advanced Microsoft Office skills (Excel, Access, Word, Visio, Project and PowerPoint)
• Working knowledge, understanding and demonstrated use of data analytics, audit related computer applications and visualization tools and techniques (IDEA, ACL, Microsoft Power BI, Tableau etc.).

• Interviewing, analytical, statistical and problem-solving skills in order to evaluate opportunities for improvement/optimization of processes, quality, safety or other operational resources.

• Communicates a "can do" attitude and positive outlook, minimizing deflating behaviors.

• Self-motivated, able to deal with adversity and quickly rebound from failure/defeat.

• Sound business acumen and well-developed risk assessment, judgment and critical thinking abilities.

• Strong conflict management and negotiation skills to include resolution of complex issues and consideration of different points of view.

• Provide effective, efficient and equitable direction to stakeholders, peers and team members.

• Take initiative and be able to propose alternate strategies to meet organization demands.

• Acquire or maintain relevant certifications, professional competence, ethical integrity, independence, knowledge and skills.

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Denver Water is an Equal Opportunity Employer.
This job description has been approved by Human Resources.