Corporate Audit Manager

Job Description

The Corporate Audit Manager will participate in the overall corporate risk analysis and assist in developing an overall audit plan at the direction of the Director, Internal Controls & Compliance. S/he is also responsible for the planning of the individual assignments, field execution and reporting of identified accounting and/or control issues. This position is responsible to ensure that all planned audit programs have been properly completed and documented. Responsibilities will also include staffing, training and evaluating the audit staff’s performance.

Reporting to the Director, Internal Controls & Compliance, the Audit Manager will have increasing responsible in developing control assessment templates, assessing controls, executing control testing strategy, identifying control deficiencies, and developing and updating internal control policies and procedures.

Responsibilities

- Lead field audit effort to ensure all assigned audits and special reviews/projects are completed and reported on a timely basis, in accordance with audit management direction.
- Assist in the planned documentation effort of company-wide internal control structure, including supporting control narratives for all major business cycles and processes, in coordination with Corporate Management, the external Auditors, Shared Services and business units.
- Maintain knowledge of Sarbanes-Oxley Act to participate in analyzing and evaluating internal control risks.
- Develop in coordination with the Director, Internal Controls & Compliance and management the overall audit testing plan.
- Develop strategies for the cost-effective use of internal controls.
- Develop presentations and conduct meetings, as deemed appropriate with management and process owners to assist them with understanding of audit or internal controls issues.
- Assist in the development of policies and procedures outlining the requirements and guidelines for performance and documentation of internal controls.
- Maintain control over the development of a company-wide data management system to ensure all required documentation is properly maintained and periodically reviewed and updated for required internal certifications.
- Develop strong working relationships with senior management, and external auditors, as well as operation management.

Requirements

- 6 plus years experience in public accounting/internal audit
- Strong working knowledge of GAAP together with COSO and/or COBIT.
- Expertise to review and appraise the effectiveness of operating and financial processes. Broad knowledge of IT general controls.
- Ability to determine most cost effective means by which to address control issues facing Company on both macro, as well as individual control basis.
- Knowledge / experience over the use of automated work papers.
- Strong oral and written communication skills.
- Self-starter who can manage the compliance effort so that areas of greatest risk are reviewed and issues are covered with management.
- Strong interpersonal skills are required, enabling individual to network and develop relationships throughout the organization
- Ability to think outside the “box”.
- Team player that thrives in both leadership and individual contributor assignments
- Gets results and can proactively drive initiatives and projects from start to finish. Change agent focus.
- Willingness to travel
- CPA / CIA required
- MBA desired