Internal Auditor

- **Company**: Multinational Life Insurance Company, Multinational Insurance Company
- **Location**: San Juan, Puerto Rico
- **Salary**: dependent on experience and/or qualifications
- **Job Type**: Full-Time, Permanent
- **Date**: July 19, 2021

I. GENERAL SUMMARY

The work of Internal Audit varies and is critical to the organization. The Internal Auditor will perform a variety of assurance and consulting services to assist the Internal Audit Division in reviewing the design and operating effectiveness of financial, operational, and compliance controls; reviewing administrative policies and procedures to assure compliance with management’s stated objectives; and assessing compliance with governmental and regulatory rules and regulations. The Internal Auditor will also assist management in identifying and improving the risk management and control environments by participating in advisory and process improvement engagements.

II. DUTIES AND RESPONSIBILITIES

- Perform the full audit cycle including evaluation of controls and risks management over operations effectiveness, financial reliability and compliance with all applicable policies, procedures and regulations in execution of the annual audit plan.
  - Understanding financial, compliance, and operational processes, including the relevant risks and controls.
    - Obtain and document an understanding of the objectives, procedures, risks, controls and regulations of the audit unit.
  - Determine internal audit objectives and scope.
  - Designing or update uniforms audit programs and working papers to ascertain all relevant areas are tested.
  - Performing financial, operational, and regulatory compliance tests.
  - Evaluating the effectiveness of the internal control environment, risk management, and compliance with Company policies and procedures.
  - Produce well-documented findings and discuss observations and recommendations with management.
o Identifying opportunities for process and control enhancements to ensure risks are adequately mitigated.
o Testing the operational effectiveness of internal controls over financial reporting and documenting results.
o Communicating noted observations, risks, control deficiencies and recommendations to the Internal Audit Director in an effective manner.
o Prepare and discuss the Audit Draft Report that reflect audit’s results with management.
o Support, follow-up, and validation of correction of findings of Audit Reports.
o Support consulting services to management in financial, operational, and compliance issues.
o Researching and summarizing regulatory, technical or other information, as deemed necessary.
o Complying with the Standards for the Professional Practice of Internal Auditing and Company policies and procedures.
o Interacting with management and personnel to build ongoing business relationships.
o Perform special engagements as assigned.

III. QUALIFICATIONS

- **Education:** A Bachelor’s degree in Accounting, Audit, Finance or Business required; Master’s desired.
  - Have professional qualifications relating to either: the insurance industry, audit or risk management desired (CPA, CFA, CIA, CRMA, CISA, etc.).

- **Experience:**
  - 1-2 years’ experience in internal auditing (Preferred).
  - Risk management or insurance industry experience (Preferred).

Some work may involve travelling to make site visits, also because of the location you will be able to drive and have your own transport.

Please indicate your salary expectations on your resume, thank you.

If interested please send your resume to, jobs.multinational@multinationalpr.com