Mennonite Health System is seeking top candidates to join our winning team

Internal Auditor
Mennonite Health System - Corporate Offices

Duties:

Assist in identifying and evaluating the organization’s risk areas and provide input to the development of the annual audit plan. Perform audit procedures, including identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting client processes and procedures. Conduct interviews, review documents, develop and administer surveys, compose summary memos, and prepare working papers. Identify, develop, and document audit issues and recommendations using independent judgment concerning areas being reviewed. Communicate or assist in communicating the results of audit and consulting projects via written reports and oral presentations to management and the board of directors. Develop and maintain productive client and staff relationships through individual contacts and group meetings. Pursue professional development opportunities, including external and internal training and professional association memberships, and share information gained with co-workers. Represent internal auditing on organizational project teams and at management meetings. Perform related work as assigned by audit management. Make recommendations on ways to improve audit work processes.

Requirements:

• BBA Accounting, CIA, CFE and/or CPA Certifications preferred • 2 years of auditing experience (health insurance plan experience preferred) • Excellent documentation skills (English and Spanish) • Fully proficient in Microsoft Office • Excellent interpersonal skills • Excellent analytical skills • Time Management skills • Must be able to function with frequent interruptions, accept change and able to prioritize activities when faced with competing demands • Availability to work overtime hours • Ability to work under pressure and under limited supervision

Send resume with salary history to:
Email: eseda@mghpr.org