

Internal Auditor

Job title	Internal Auditor
Reports to	General Counsel

Position Summary

The Internal Auditor is responsible for performing and controlling the full audit cycle, including risk management and control management over operations' effectiveness, financial reliability, and compliance with all applicable directives and regulations.

The Internal Auditor will determine the internal audit scope and develop annual plans for the audit. The Internal Auditor will obtain, analyze, and evaluate departmental documentation, reports, data, and other internal processes and data as necessary. The position is intended to improve operations by bringing a systematic and disciplined approach to the effectiveness of risk management, control, and governance processes.

Key Accountabilities and Job Responsibilities

- *Perform and control the full audit cycle- 100%*
 - Identify and assess areas of significant business risk
 - Ensure BAS compliance with all applicable directives and regulations
 - Determine internal audit scope and develop annual plans
 - Obtain, analyze, and evaluate accounting documentation, reporting, data, and other applicable areas
 - Prepare and present reports that reflect audit results
 - Thoroughly document the audit process
 - Identify loopholes and recommend risk aversion strategies
 - Maintain open communication with General Counsel
 - Document and prepare audit findings
 - Conduct ad hoc investigations into identified or reported risks
 - Act as an objective source of independent advice to present audit results to General Counsel
 - Be well versed in all applicable laws, rules, and regulations for the company sector

Qualifications/Skills

Qualifications for the Internal Auditor include:

- Exceptional attention to detail
- Analytical thinker with strong conceptual and problem-solving skills
- Able to manipulate large amounts of data and to compile detailed reports
- Adapts to changes quickly, as needed, without compromising deadlines
- Creates and manages project timelines
- Understands data analytics
- Superb writing and communication skills

- Advanced experience in and knowledge of Microsoft Office applications, accounting software, and internal databases
- Expert level Excel capability
- Excellent grasp of developing and using SQL queries
- Follows direction
- Able to manage and direct co-workers
- Cooperates, works and communicates with coworkers, supervisors, subordinates and external contacts
- Uses good judgment consistently
- BS degree in Accounting or Finance
- 1-2 years of audit firm experience