

## INTERNAL AUDIT MANAGER

### GENERAL FUNCTIONS

Oversees and participates in the evaluation of the adequacy, effectiveness and efficiency of the systems of internal controls.

**TYPICAL FUNCTIONS:** *The following statements are intended to describe the general nature and level of work being performed and are not to be construed as an exhaustive list of all responsibilities.*

Manages the execution of the audit process. Leads risk evaluation of audit area to identify key internal controls for review.

Leads and/or oversees the drafting of the audit program, audit scope and execution of audit steps.

Leads and/or oversees the drafting of questionnaires, spreadsheets, etc. to assist in analyzing business processes.

Leads and/or oversees the drafting of audit reports to summarize audit findings. Leads audit entrance and closing meetings.

Identifies and provides an implementation plan for potential department improvement projects.

Identifies opportunities for and participates in approved special projects, investigations or other special assignments as needed.

Drafts the annual audit plan. Lead and summarize sections of the annual risk assessment process.

### REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Considerable knowledge of corporate practices, procedures, and policies or the ability to acquire it quickly. Ability to collect, analyze and evaluate information pertaining to audits and the preparation of written reports. Working knowledge of computer software necessary to create and maintain spreadsheet information and data analysis. Ability to maintain effective working relationships.

### DESIRABLE EDUCATION, EXPERIENCE & TRAINING

Bachelor's degree in Accounting, Finance, Business Administration or equivalent course work. Five years or more of public accounting and/or internal auditing experience to include financial and operational. Manufacturing industry experience strongly preferred.