



Job Description

Director of Internal Audit

Position Summary:

The Director, Internal Audit, has overall responsibility for the Internal Audit function. The position is responsible for ensuring Internal Audit is closely aligned with industry best practices in executing the duties across the Companies business and financial operations. Works to ensure roles, responsibilities, and results are efficiently coordinated and collectively optimizing the effectiveness of risk management, control and governance of the company.

Responsibilities:

- Lead Internal Audit's change initiative by implementing action plans related to risk assessment and annual planning, audit execution, audit reporting, staff recruiting and development, audit technology, and Audit Committee reporting.
- Lead Internal Audit's annual risk assessment and enterprise risk assessment and planning process to develop the audit plan and ensure the plan is responsive to and aligned with the risk profile of the organization.
- Oversee the execution of individual audits defined in the audit plan ensuring the highest level of service quality and client satisfaction.
- Issue all Internal Audit reports ensuring the reports are clear, concise, identify root causes with practical solutions, and ultimately provide value to management.
- Meet regularly with the Audit Committee to report the status of Internal Audit's ongoing monitoring activities, educate/inform the committee of emerging risks and/or exposures (whether internal or external to the company) that should be considered, and serve as a "thought leader" with respect to risk management and internal control best practices.
- Proactively inform senior management of significant risks or exposures related to internal controls, compliance, and/or governance requiring prompt attention.
- Update/develop process documentation to support management's SOX assessment and Model Audit Rule compliance;
- Lead scoping efforts for management's SOX assessment and create report on final assessment of internal controls over financial reporting for the fiscal year-end for management's review;
- Complete the Holding Company Risk Assessment for NAIC compliance
- Assist Risk Management with the development of the Company's Own Risk Solvency Assessment (ORSA) report to the regulators.
- Perform Internal controls assessments of acquired companies or joint venture companies and lead efforts to mitigate identified control deficiencies;
- Manage the process to track, follow-up, and ultimately close all open audit issues leveraging the Audit Committee, if necessary.
- Actively participate in executive management meetings and/or committees to ensure that Internal Audit is well-informed of key business developments that could have an impact on audit priorities and/or plans.
- Attract, hire, and retain a team of high-performing audit professionals who possess outstanding knowledge, experience, ethics, and integrity.

- Ensure that Internal Audit is performing its work in accordance with established professional standards and remain abreast of emerging trends and best practices that can be incorporated into the function.
- Oversee Internal Audit's participation in critical business and technology initiatives and projects ensuring that audit's perspective is effectively voiced and appropriate controls are designed and implemented on a proactive basis.
- Maintain audit technology platform leveraging support from the information systems group as needed.
- Coordinate the activities of external auditors including how best to leverage the work performed and results produced from Internal Audit's work.
- Serve as the key point person on all regulatory exams and other third-party audits.

Knowledge and Skills:

- Knowledge of Generally Accepted Auditing Standards
- Knowledge of Accounting and Finance Principles and Practices
- Knowledge of a variety of reporting procedures, regulations and law
- Planning and Time Management
- Effective Communication and Human Relations skills
- Critical Thinking and Analysis
- Tenacity and Ethics
- Technology Proficient (excel, word, Visio, ability to learn new software)

Experience and Education:

- Bachelor's degree in Accounting & Finance or other closely related field.
- Certified Internal Audit (CIA) or Certified Public Accountant (CPA) required
- 8 or more years' experience in auditing or accounting; 3 years in a Management role

Physical requirements:

- **Sedentary Work.** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- **Visual Acuity.** Required to have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing computer terminal, extensive reading.
- **Reaching.** Extending hand(s) and arm(s) in any direction
- **Fingering.** Picking, pinching typing or otherwise working primarily with fingers rather than with whole hands
- **Repetitive Motion.** Substantial movements (motions) of the wrist, hands and/or fingers.
- **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Department: Internal Audit

Reports to: Audit Committee (Chief Financial Officer secondary)

FLSA Status: Exempt

Position Level: Management (Personnel Reporting)