



Job Description

Sr. Auditor

Position Summary:

Performs financial, operational, compliance, and IT internal audits and Sarbanes-Oxley testing to determine adherence to Company policy. Evaluates the effectiveness of the Company's internal controls. This includes identifying and researching applicable operational/financial/technical issues and effectively applying knowledge of the Company's operations and industry practices to audit matters. Develops clear and concise audit workpapers including audit scope, objectives, procedures performed, internal control deficiencies and actionable recommendations. Develops formal audit reports based upon work performed. Assists in information gathering for the preparation of the annual Risk Assessment.

Responsibilities:

- Performs financial, operational, compliance, and IT audits to determine adherence to Company policies and procedures and to evaluate the effectiveness of internal controls.
- Inspects, identifies and documents systems of internal financial, operational, compliance, and IT controls through interviews, documents, questionnaires, manuals and publications.
- Prepares audit reports on internal controls.
- Identifies deficiencies and recommendations. Gives audit opinions on the adequacy of internal controls tested.
- Recommends improvements in systems of internal control.
- Maintains concise, up-to-date records of audit plans, findings, workpapers, reports and other supporting documentation for audits performed.
- Maintains the highest level of confidentiality with all information obtained.
- Maintains quality in all tasks assigned.
- Possesses strong project management skills including the ability to multi-task and meet aggressive deadlines.
- Demonstrates knowledge of and supports the Company's policies and procedures, operating instructions, confidentiality standards and the code of conduct.
- Possesses negotiation skills and ability to educate employees and management on internal control issues.

- Possesses effective oral and written communication skills.
- Liases with the company's external auditors during interim and year-end financial statement audit activities.
- Develops partnerships with auditees in order to proactively assess business risk by meeting frequently with management and providing timely, value added reporting.
- Provides timely, value added recommendations.

Knowledge and Skills:

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Able to analyze and resolve complex issues and problems in a sound and timely fashion.
- Able to assimilate research data from a variety of sources, analyze, and recommend appropriate courses of action to take.
- Able to build solid, effective working relationships with others.
- Able to constructively work under stress and pressure when faced with high workloads and deadlines.
- Able to create and conduct formal presentations.
- Able to adjust readily to change and adapt as needed.
- Able to interact effectively with all levels of management.
- Able to display a preference for interacting with people, being friendly, outgoing, articulate and socially at ease.
- Able to display assertiveness and a high level of self-confidence.
- Able to express ideas clearly and convey necessary information.
- Able to identify areas of risk/concern in area of responsibility.
- Able to recognize and attend to important details with accuracy and efficiency.
- Able to listen attentively and foster two-way dialogue.
- Able to work independently with minimum supervision.
- Possess strong organizational and time management skills, driving tasks to completion.

Experience and Education:

- Bachelor's degree, Accounting or Finance - Required
- Master's degree, Accounting or MBA – Preferred
- CPA or CIA - Required
- Background in publicly traded enterprise preferred. Experience within the insurance industry preferred.
- Should possess strong computer-related skills (MS Excel, MS Powerpoint, MS Word).
- Minimum 4 years of progressive audit experience required (Big 4 experience preferred).
- IT audit experience would be beneficial.
- Experience with Teammate/Auto Audit and ACL or IDEA would be beneficial.

Working Conditions:

- Occasional non-standard work hours or overtime as business requires
- Professional, office environment
- Minimal travel (up to 20%) may be required