



## **Job Description**

### **Sr. Auditor**

#### **Position Summary:**

This is a highly visible role working directly with all levels of Company management, employees and external auditors. The Senior Auditor will assist in the review and evaluation of the adequacy and effectiveness of the Company's internal controls, perform substantive audit procedures in support of the external auditor's financial statement audit and participate in operational audits and special projects.

#### **Responsibilities:**

- Perform operational, financial and compliance audits
- Plan and perform testing of SOX controls
- Assist external auditors by performing substantive audit procedures
- Identify issues and root causes and develop actionable recommendations for improvement or remediation
- Ensure that supporting documentation is complete and accurate and that conclusions are based on a thorough understanding of processes and risks
- Develop clear and concise workpapers including scope, objectives, procedures performed and findings/deficiencies
- Prepare audit reports detailing findings and recommendations and review findings and recommendations with appropriate management personnel
- Regularly track and communicate status of work in progress to Internal Audit management
- Perform work in accordance with the Institute of Internal Auditors (IIA) International Standards for the Professional Practice of Internal Auditing and abide by the IIA's Code of Ethics
- Maintain confidentiality of Company information and audit data
- Develop a working knowledge of the insurance industry and the Company's operations
- Follow and support the Company's policies and code of conduct.

#### **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.

- Good understanding of internal controls, auditing standards and GAAP
- Highly detail oriented with good professional judgement and proven problem solving, organizational and analytical skills
- Must be able to work as a team member as well as independently, balance multiple priorities, meet deadlines and ensure quality results
- Flexibility to adapt to changing priorities

- Ability to establish and maintain effective working relationships throughout the Company and with the external auditors
- Effective verbal and written communication skills including report writing and audit/project file documentation
- Ability to listen attentively, foster two-way dialogue and follow instructions accurately and efficiently
- Exhibit unquestioned ethics and integrity

**Experience and Education:**

- Bachelor's degree in Accounting or Finance required. Master's degree preferred
- Three to seven years of relevant experience in a "Big Four" or large regional professional services firm and/or a publicly traded company
- CPA, CIA or other relevant professional certification preferred
- Insurance industry experience a plus
- IT audit experience a plus
- Proficiency with Microsoft applications (Excel, PowerPoint, Word and Visio) required
- Experience with audit software (i.e. Teammate, Auto Audit) a plus

**Working Conditions:**

- Occasional non-standard work hours or overtime as business requires
- Professional, office environment
- Minimal travel (up to 10%) may be required