



Job Description

Internal Auditor

Position Summary:

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

Responsibilities:

- Perform operational, financial and compliance audits
- Perform testing of SOX controls Assist external auditors by performing substantive audit procedures
- Identify issues and communicate findings to Internal Audit management
- 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 work papers including scope, objectives, procedures performed and findings/deficiencies
- 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.

- Must be able to work as a team member as well as independently, balance multiple priorities, meet deadlines and ensure quality results
- Highly detail oriented with good organizational skills
- 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
- Ability to listen attentively, foster two-way dialogue and follow instructions accurately and efficiently
- Exhibit unquestioned ethics and integrity
- Readiness to learn and eagerness to grow

Experience and Education:

- Bachelor's degree required, a degree in Accounting, Business or Finance is preferred
- 0-3 years of experience in accounting, audit or business/process analysis
- Professional designation/license of CISA, CIA, CFE or CPA preferred, but not required.
- Proficiency with Microsoft applications (Word and Excel) required
- IT audit experience or education a plus
- Insurance industry experience 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

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 work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Department: Internal Audit

Reports to: Manager of Internal Audit

FLSA Status: Exempt

Position Level: Management (Personnel Reporting)