

JOB DESCRIPTION

Internal Auditor

The Internal Auditor is responsible for assisting the Director of Internal Audit in evaluating and improving the effectiveness of organizational risk management, control, and governance processes. Specific responsibilities include:

- Conduct comprehensive audits, analyses, and other assignments in a professional manner and in accordance with approved work programs.
- Identify, analyze, evaluate, and record sufficient information to achieve work program objectives and to support conclusions.
- Evaluate the adequacy and effectiveness of internal controls.
- Assist with monitoring a program to track actions taken on audit observations and implementation of audit recommendations.
- Assist in the design of the annual audit plan.
- Assist with the execution of the independent external audit as requested.
- Perform special projects, assignments, and/or analyses as requested.
- Maintain knowledge of generally accepted accounting principles, industry and auditing best practices, and applicable West Virginia laws.

APPROPRIATE KNOWLEDGE, SKILLS, AND ABILITIES

- Possess strong analytical skills.
- Ability to complete work timely and accurately.
- Ability to work independently.
- Exercise sound judgment in problem resolution.
- Understand confidentiality and agree to maintain 100% confidentiality.
- Ability to use computer programs including Microsoft Office products.
- Ability and willingness to quickly learn new software and automated systems.
- Ability to express oneself clearly and concisely (in English) both orally and in various written forms.
- Ability to act professionally and to effectively communicate and interact with staff, constituents, and the various other professionals exposed to on a continuous basis.
- Must maintain a professional appearance and attitude.
- Ability and desire to always act in a highly ethical manner.
- Display a high level of initiative, effort, and commitment towards completing assignments efficiently, work with minimal supervision, and demonstrate responsible behavior and attention to detail.
- Work well in team situations to promote trust, cooperation, commitment, and team spirit.
- Ability to manage multiple projects.
- Willingness and aptitude for learning new skills.
- Willingness to work hours in excess of the normal schedule to meet deadlines.
- Must be willing and able to travel as needed.

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS

- Graduation from an accredited college or university with a Bachelor's Degree in Accounting.
- Prior auditing experience is a plus.
- Certified Public Accountant (CPA) required.
- Certified Internal Auditor (CIA) preferred or must be willing to obtain certification within two (2) years of hire.
- Must submit to and pass a background check as well as be bonded.

Reports to: Director of Internal Audit

Benefits: Standard Benefits

Status: Permanent Full-Time

Location: 500 Virginia Street East, Suite 200
Charleston, WV 25301