

Job Title: Senior Internal Auditor or Internal Auditor
Reports To: Director - Internal Audit
Department: Internal Audit
Division: Internal Audit

Number of Openings: 1

Sr. Internal Auditor Target Salary Range: \$73,673.60 - \$93,932.80 / annually

Internal Auditor Target Salary Range: \$54,683.20 - \$68,619.20 / annually

FLSA Status: Exempt

Accepting Applications Internally: Yes

Accepting Applications Externally: Yes

*Please read the [OPERS Personal Trading Policy](#) prior to applying. All candidates must be able to abide by the policy in order to be considered for employment.

Job Description for Senior Auditor

SUMMARY: This position is responsible for planning audit assignments and testing, reporting, recommending, and assisting in the development and assessment of the organizational system of internal control, with emphasis on financial and operational audits.

ESSENTIAL FUNCTIONS:

1. Develops engagement scope, objectives, risks, and appropriate tests for completing audit team assignments.
2. Prepares detailed and well-organized audit workpapers to demonstrate that key control techniques are tested to ensure that any significant control weaknesses are properly documented and identified for corrective action.
3. Independently completes engagement procedures and reviews audit team workpaper compilation to ensure that audit findings are properly supported and consistent with audit guidelines.
4. Writes audit and consulting reports for presentation to senior management that effectively communicate the results of the engagement and provide audit recommendations to address control issues.
5. Makes oral and written presentations to management during and at the conclusion of each audit or consulting engagement.
6. Assists with coordination of outsourced audit projects performed by external, third-party firms as contracted by OPERS.
7. Independently completes special reviews at the request of management.
8. Delegates audit assignments to staff and provides training to new staff members.
9. Oversees and reviews the audit work of other internal audit staff as assigned.
10. Maintains a customer service-oriented work approach towards internal and external customers.
11. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM ESSENTIAL FUNCTIONS*

Education

• High school diploma or GED	• <input checked="" type="checkbox"/> Required
• Bachelor's degree in related field	• <input checked="" type="checkbox"/> Required

Qualifications

• Strong analytical skills	• <input checked="" type="checkbox"/> Required
• Strong attention to detail	• <input checked="" type="checkbox"/> Required
• Excellent verbal and written communication	• <input checked="" type="checkbox"/> Required

skills, with the ability to effectively address internal and external stakeholders at all levels of the organization	
<ul style="list-style-type: none"> • Self-starter who works independently with limited direction and guidance 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required
<ul style="list-style-type: none"> • Adaptable and flexible to changing business priorities 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required
<ul style="list-style-type: none"> • Ability to effectively work on multiple projects both independently and in a team setting 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required

Experience

<ul style="list-style-type: none"> • 4 years' experience in auditing (internal or external) 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required
<ul style="list-style-type: none"> • PC proficient with intermediate to advanced knowledge of MS Windows operating system: MS Word, Excel, Internet Explorer and MS Outlook 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required
<ul style="list-style-type: none"> • Auditing experience including investments and /or investment accounting 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Familiarity with management control systems, organizational structures, and information technology 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Strong project management experience 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required
<ul style="list-style-type: none"> • Data mining and data analytic audit testing and analysis experience, to include the use of tools such as ACL, Tableau, or other related applications 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Experience working with Enterprise Risk Management programs 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Preferred

Certifications/Licenses

<ul style="list-style-type: none"> • CPA or CIA 	<ul style="list-style-type: none"> • <input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred
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Job Description for Internal Auditor

SUMMARY: This position is responsible for planning, testing, and reporting on financial, operational, and other audits as outlined in the annual audit plan.

ESSENTIAL FUNCTIONS:

1. Develops engagement scope, objectives, risks, and appropriate tests for completing audit team assignments.
2. Prepares detailed and well-organized audit workpapers to demonstrate that key control techniques are tested to ensure that any significant control weaknesses are properly documented and identified for corrective action.
3. Independently completes engagement procedures to ensure that audit findings are properly supported and consistent with audit guidelines.
4. Writes audit and consulting reports for presentation to senior management that effectively communicate the results of the engagement and provide audit recommendations to address control issues.
5. Makes oral and written presentations to management during and at the conclusion of each audit or consulting engagement.

6. Assists with coordination of outsourced audit projects performed by external, third-party firms as contracted by OPERS.
7. Assists in the completion of special reviews at the request of management.
8. Maintains a customer service-oriented work approach towards internal and external customers.
9. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM ESSENTIAL FUNCTIONS*

Education

• High school diploma or GED	• <input checked="" type="checkbox"/> Required
• Bachelor's degree	• <input checked="" type="checkbox"/> Required

Qualifications

• Strong analytical skills	• <input checked="" type="checkbox"/> Required
• Strong attention to detail	• <input checked="" type="checkbox"/> Required
• Excellent verbal and written communication skills, with the ability to effectively address internal stakeholders	• <input checked="" type="checkbox"/> Required
• Self-starter who works independently with limited direction and guidance	• <input checked="" type="checkbox"/> Required
• Adaptable and flexible to changing business priorities	• <input checked="" type="checkbox"/> Required
• Ability to effectively work on multiple projects both independently and in a team setting	• <input checked="" type="checkbox"/> Required

Experience

• 2 years' experience in auditing (internal or external)	• <input checked="" type="checkbox"/> Required
• Auditing experience including investments and/or investment accounting	• <input checked="" type="checkbox"/> Preferred
• Proficiency in the use of Microsoft Office products	• <input checked="" type="checkbox"/> Required
• Data mining and data analytic audit testing and analysis experience, to include the use of tools such as ACL, Tableau, or other related applications	• <input checked="" type="checkbox"/> Preferred
• Project management experience	• <input checked="" type="checkbox"/> Preferred

Certifications/Licenses

• CPA or CIA	• <input checked="" type="checkbox"/> Preferred
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Physical Requirements for both positions* (if applicable)

• None

*Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. If repetitive physical movement is required to perform the essential functions of the position, please discuss with HR.

The above statements are not intended to be construed as an exhaustive list of all duties, skills and responsibilities required. The Ohio Public Employees Retirement System (OPERS) is an Equal Opportunity Employer. All employment is decided on the basis of qualifications, merit, and business need. Postings are typically available for five business days. OPERS retains the right to change, update, close and/or otherwise modify this job posting at its discretion for any reason and at any time.

