

As Senior Auditor, you will conduct financial audits and review business controls that ensure the ethical and responsible business and financial management of the Airports Authority.

JOB DESCRIPTION

- Senior Auditor
- Works under the general supervision of the Audit Manager and the Vice President for Audit.
- Serves in the Office of Audit at the Corporate Office Building.

Conducts a variety of complex audits including audits/reviews of internal controls, revenue accounting, business processes, contract and government grant compliance, construction projects, and indirect costs. Leads audit project teams; documents processes, analyzes risk, performs audit test procedures, and prepares audit reports. Performs related functions.

GENERAL RESPONSIBILITIES

- Performs professional internal audits and conducts performance, operational, financial and compliance audit projects including identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting client processes and procedures.
- Identifies and evaluates the Airports Authority's risk areas and detects potential areas of organizational vulnerability/risk and opportunities for improvement; identifies or clarifies known/suspected problems, their causes and effects, and any law(s), regulation(s), rule(s), principle(s), or standard(s) contravened or not fully met.
- Provides input into the development of the risk-based annual internal audit plan and identifies, develops, and documents audit issues and recommendations for improvement.
- Conducts interviews, reviews documents, develops and administers surveys, composes summary memos, and prepares working papers; conducts entrance and exit conferences.
- Maintains all organizational and professional ethical standards and completes all internal audit work in compliance with The Institute of Internal Auditors (IIA) *International Standards for the Professional Practice of Internal Auditing (Standards)*.
- Assists in communicating the results of audits and consulting projects via written reports and presentations to management and the Board of Directors.
- Keeps abreast of developments in the fields of accounting, auditing, and management/program analysis, of 'best practices' governing financial reporting, auditing, internal controls and workflow analysis, and of Airports Authority programs and operations.
- May lead project teams and direct the daily activities of more junior Staff Auditors assigned to work with the Senior Auditor on all phases of an audit; represents the Office on Audit at meetings maintaining productive team-oriented client and staff relationships.
- Perform other duties as assigned.*

QUALIFICATIONS

- Six years of progressively responsible experience in auditing or accounting that includes experience in conducting audits/evaluations in any of the following areas: internal audits,

information technology audits, financial audits, accounting, business analysis, or program evaluation.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Knowledge of auditing standards and methods, especially The Institute of Internal Auditors (IIA) *International Standards for the Professional Practice of Internal Auditing (Standards)*.
- Comprehensive knowledge of accounting concepts, principles, standards and methods (including Generally Accepted Accounting Principles [GAAP]), and skill in applying them to conventional (routine and non-routine) auditing duties and responsibilities.
- Knowledge of and ability to assess compliance with a full range of contracts, laws, and regulations.
- Ability to perform complex analyses of data and information and make recommendations.
- Ability to speak and write effectively with emphasis on presenting detailed information in non-complex, easily understood manner.
- Skill in using a computer, modern office suite software, and accounting and auditing systems/software.

PREFERRED QUALIFICATIONS

- An active professional certification such as Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or equivalent certification in a related field.
- Experience in leading project teams.

EDUCATION

- A Bachelor's Degree in Accounting, Auditing, Finance, Business Administration or a related field, or an equivalent combination of education, experience and training.

A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the six years of experience. For example, a master's degree may substitute for two years of experience.

CERTIFICATIONS AND LICENSES REQUIRED

- A state's driver's license in good standing.

NECESSARY SPECIAL FACTORS

- Work is typically reviewed in progress and upon completion for compliance with IIA Standards, and for quantity, quality, timeliness, customer service, and other factors.
- May be subject to holdover and recall for audit program purposes.
- Must maintain professional certifications and complete a minimum of 40 hours of continuing professional education, annually.