

## Internal Audit - Internal Auditor Associate

### Main Duties:

The Internal Audit Associate plans, prepares and performs audit programs assigned by the Chief Internal Auditor. Key responsibilities of the position include, but are not limited to:

- Perform walkthroughs to obtain an understanding of the transaction cycle and identify internal controls in place. Document in narrative form the understanding gained and internal controls identified.
- Update the audit program for the current year based upon changes in current processes and state statutes.
- Perform internal audits as assigned by the Chief Internal Auditor in accordance with International Standards for the Professional Practice of Internal Auditing.
- Provide written and verbal feedback regarding exceptions or process improvements based upon the results of the audits performed.
- Verification of computerized calculations of contributions, interest, service credit, and benefits.

### Desirable Credentials and Qualifications:

- Bachelor's degree with a major in Accounting, Finance or related field is preferred. Advanced degree or professional designation such as Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) preferred.
- A minimum of two years relevant auditing experience
- Knowledge of accounting and auditing standards, principles, theory, concepts and practices
- Strong verbal and written communication skills, ability to communicate and effectively present audit findings to Chief Internal Auditor and department managers
- Experience in Microsoft Office

### Benefits:

- Insurance benefits, including medical, vision and dental
- Participation in SURS retirement plan
- Paid vacation, sick leave and 11 paid holidays
- Business casual attire

### Apply for this Position

Applicants should submit a completed [SURS application](#) <sup>[1]</sup>, current resume, and a dated cover letter to [humanresources@surs.org](mailto:humanresources@surs.org) <sup>[2]</sup>.

This position is 100% in-office time. Applicants are subject to a background check as terms of hire.

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[1] <http://www.surs.com/sites/default/files/pdfsx/EmploymentApplication.pdf>

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