



Office Job Posting

Position Available: Internal Auditor
Location: Muskegon, MI
Department: Finance
Business Unit: Group Services - Finance
Hours: 8:00 am – 5:00 pm, or approved alternate work schedule
Reports to: Deputy CFO

Qualifications Required:

- Qualification 1: Bachelor's Degree (B.S./B.A.) in Accounting from a four-year accredited university.
- Qualification 2: Certified Public Accountant (CPA) required.
- Qualification 3: Three to Five years public or internal audit experience with emphasis in manufacturing.
- Qualification 4: Ability to work efficiently with various SAP accounting modules, including G/L, A/R and A/P.
- Qualification 5: Ability to lead projects and internal audit processes.
- Qualification 6: Knowledge of audit procedure including planning, technique, testing, sampling and reporting methods.
- Qualification 7: Ability to use a personal computer, working knowledge of Microsoft Word, Excel and PowerPoint effectively and computerized accounting and auditing record keeping systems. Experience with SAP or other computerized ERP system preferred.
- Qualification 8: Ability to present audit findings and recommendations in a manner that effectively communicates information.
- Qualification 9: Timeliness and accuracy of audit reports and recommendations.

Summary of Job Duties:

Responsible for coordinating processes and developing procedures associated with providing senior management with objective, systematic internal audit and compliance information. Coordinates and reports the review, verification and testing of records and their compliance with standards, policies and procedures with respect to risk management, financial controlling, reporting, and tax compliance. Where needed, develops and recommends plans for process improvements including documentation of existing internal control systems. Recommends changes and techniques to discover and prevent fraud.

- On a routine basis, plans and conducts independent audits and evaluations of company internal control systems in a manner consistent with the Institute of Internal Auditors.
- Prepares and presents comprehensive internal audit reports containing observations, deficiencies, comments and recommendations.
- Develops business process improvements and solutions.
- Creates and refines internal audit methodologies.
- Develops recommendations and advice to other departments regarding internal controls and compliance.
- Documents control mechanisms including possible weaknesses and needed improvements.
- Coordinates, communicates and cooperates with independent external auditors to minimize duplication of efforts.
- Responds to requests from worldwide Internal Controls Administrator.
 - Plans and completes special projects.
- Ensures personal and departmental compliance with all Company policies, procedures, values, ethics and rules, taking corrective steps as necessary.
- Maintains and promotes a safe work environment through ownership of Company/business unit and safety program.

Internal Auditor

- Supports and enforces the Company's Equal Employment Opportunity and Affirmative Action policy and actions.
- Ensures active participation in and successful completion of appropriate training (on-the-job, classroom, etc) and that all training provided is evaluated, and proper documentation is provided for accurate maintenance of the employee's training record (i.e. Training Completed/Evaluation Form).
- Maintains frequent, regular two-way communication with employees to provide information on the state of the business and their performance, establishing an environment of trust.
- Meets with supervisor at least once per year to review job performance using the job description as a basis for appraisal.
- Maintains complete security and confidentiality of all Company records and employee data.
- Performs other miscellaneous duties as may be assigned.

Candidate Pool: Open to any qualified candidate.

Travel: Some travel is required, but less than 20% overnight travel.

Relocation: Benefits available.

Resumes can be e-mailed to husaresumes@safholland.com with "Internal Auditor" in the subject line, or faxed confidentially to 616-546-6813, or by mail to: Human Resources, SAF-HOLLAND, 467 Ottawa Ave., Holland, MI 49423.

Equal Opportunity Employer