

SENIOR INTERNAL AUDIT

Main functions are to plan, oversee, and conduct internal audits of varying complexity and scope on all operations of the organization, including financial, operational, compliance, and strategy-focused audits. This includes:

- 1) Planning-Define project scope and timing; develop audit work programs that appropriately address key risks and test key controls; and schedule resources and coordinate with audit management
- (2) Supervising-Oversee and review work of staff internal auditors; provide leadership, coaching, and technical guidance as appropriate to accomplish team objectives, maintain quality, and meet project deadlines and budget; and serve as a point of contact to audit management under guidance of Internal Audit Supervisor
- (3) Execution-Conduct process interviews; document process narratives and flowcharts that identify risks and controls; test key controls for effectiveness; identify and document audit findings (including control weaknesses, missing controls, and process improvements); report on and present internal audit review results to management including audit findings, recommendations, and management responses; perform follow-up reviews; and perform special projects as needed

Other functions include: (1) Provide regular status updates within the internal audit team (2) Actively participate in annual risk assessment and audit planning process (3) Perform and oversee SOX compliance testing

Required standards

Prepare clear and well-organized audit work-papers that appropriately document the work performed, write clear and meaningful audit comments and actionable recommendations, and complete tasks within established deadlines.

Required skills/knowledge:

- Have excellent written and verbal communication skills
- Have working knowledge of SOX, working knowledge of information systems, advanced knowledge of financial and operational risks and controls, and advanced knowledge of internal auditing standards and techniques
- Demonstrate strong analytical, problem-solving, and decision-making skills
- Possess strong organization skills, and be able to provide guidance/training to 2 staff internal auditors while managing own workload
- Able to meet changing priorities and deadlines
- Proficient with Word and Excel and Visio

Position requirements:

- Bachelor's degree in Accounting, Finance, Business, or related field. Master's degree a plus.
- 4-6 years performing internal and/or financial audits, with at least 2 years in lead role.
- At least 1 year experience auditing insurance or working in insurance industry.
- Possess or be working towards CPA and/or CIA (or equivalent). CISA a plus.

Preferred:

- Experience performing SOX compliance testing
- Experience working in public company and/or public accounting firm
- Knowledge of current insurance industry trends, a plus

If interested, please contact:

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