

## Associate Internal Auditor

Port Authority is seeking an Associate Internal Auditor to be responsible for conducting and documenting moderately complex audit and performance audit projects. Makes material contributions to the report of audit findings, including the development of recommendations for the correction of unsatisfactory conditions, improvement of operations, reduction of costs, or the increases of revenues.

### Essential Functions:

- Plans and executes moderately complex audit assignments, conducts reviews of portions of extensive audit assignments, prepares work papers to document audit procedures, findings and recommendations in accordance with recognized professional standards.
- Participates in conducting reviews of assigned organizational and functional activities and contribute in interpreting and analyzing the policies and procedures of same. This may include developing recommendations for business process improvements.
- Participates in the performance of special reviews and/or matters of significant at the request of Internal Audit management, which may include, investigating and attempting to resolve matters related to the assignments.
- Arranges Port Authority employees' travel (air, train, bus etc.) and lodging reservations as requested/needed by PAAC employees for business related travel in compliance with the Board-adopted Travel and Expense Reimbursement Policy for employees, including ensuring all necessary forms are completed and submitted and compiling appropriate documentation to support reconciling credit card statements in coordination with Finance personnel for timely and accurate payment of such expenses

### Job requirements include:

- BA/BS degree in Finance, Accounting, Business Administration, or directly related field from an accredited school.
- Minimum of two (2) years auditing/accounting experience.
- Experience planning and executing moderately complex audit assignments, conducts reviews of portions of extensive audit assignments, prepares work papers to document audit procedures, findings and recommendations in accordance with recognized professional standards.
- Must have the ability to travel to various Port Authority locations, out of town overnight and occasional evenings and weekends as needed to perform audits and potentially serve on Pennsylvania's Uniform Certification Program (UCP) Appeals Committee as part of Port Authority's Disadvantaged Business Enterprise Program.
- Effective and professional communication skills.

### Preferred attributes:

- Minimum of two (2) years Internal Auditing experience.
- Knowledge of Government Auditing Standards (GAS).
- CIA, CFE, CPA or other related professional certification program that would enhance the performance of their internal auditor duties.
- Experience using audit software.
- Experience with business process improvement (BPI).



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Amy Giammanco  
Employment Department  
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EOE