

## Senior Internal Auditor

Pittsburgh Regional Transit is seeking a Senior Internal Auditor to conduct and document complex audit projects independently for Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT). Completes final reports of audit findings with recommendations for correction of unsatisfactory conditions, improving operations, reducing costs, and increasing revenue. Performs surveys of functions and activities in assigned areas and identifies key control points in the system under review. Determines the direction, and audit theory for audits, develops comprehensive audit programs and sampling plans, and proposes staff and time requirements for performance of audits.

### Essential Functions:

- Plans and executes complex audit assignments, conducts reviews of portions of extensive audit assignments in accordance with recognized professional standards. Performs surveys of functions and activities in assigned areas and identifies key control points in the system under review. Determines the direction, and audit theory for audits, develops comprehensive audit programs and sampling plans, and proposes staff and time requirements for performance of audits.
- Makes oral or written presentations to management. Discusses deficiencies and recommends remedial action. Appraises the adequacy of remedial action taken to improve deficient conditions and reports on the results of the follow-ups. Maintains effective working relationships with PRT staff.
- Directs, counsels, and instructs subordinate auditors assigned to the audit and reviews their working papers for adequacy and accuracy.
- Directly supervises the performance of an audit in accordance with an approved audit program.
- Prepares formal written reports for the review and approval of the Supervisor and/or Director of Internal Audit for issuance to appropriate PRT management.

### Job requirements include:

- Bachelor's degree in finance, accounting, business administration or related field from an accredited college or university.
- Minimum of three (3) years' experience. No certifications or licenses required.
- Must have the ability to travel to various PRT locations, out of town overnight travel and occasional evenings and weekends as needed to perform audits.
- Planning, executing and conducting complex audit assignments in accordance with recognized professional standards.
- Developing comprehensive audit programs.
- Developing sampling plans and proposing staff and time requirements for performance of audits.
- Preparing formal written reports for the review and approval of management.
- Directing, counseling, and instructing subordinate auditors assigned to the audit and review of their working papers for adequacy and accuracy.
- Effective and professional communication skills.
- Demonstrated ability in the use of Windows, Microsoft Word, and Excel.

### Preferred attributes:

- Minimum of five (5) years' experience in Internal Auditing.
- Knowledge of Government Auditing Standards (GAS).
- CIA, CFE, CPA or other related professional certification programs 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:

Missy Ramsey  
Employment Department  
345 Sixth Avenue, 3<sup>rd</sup> Floor  
Pittsburgh, PA 15222-2527  
[MRamsey@RidePRT.org](mailto:MRamsey@RidePRT.org)  
EOE