

Associate Internal Auditor

Pittsburgh Regional Transit is seeking a Associate Internal Auditor to plan and execute moderately complex audit assignments for Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT). Conducts reviews of portions of extensive audit assignments, prepares work papers to document audit procedures, findings, and recommendations in accordance with recognized professional standards. 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.
- Assists in determining the direction and scope of the proposed audit effort, which may include exercising judgment in analyzing and determining the objectives of an audit.

Job requirements include:

- Bachelor's degree in finance, accounting, business administration, or related field from an accredited college or university.
- Minimum one (1) year experience in auditing/accounting. No certifications or licenses required.
- 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 PRT 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 PRT'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:

Missy Ramsey
Employment Department
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EOE