

INTERNAL COMPLIANCE AUDITOR, Philadelphia Parking Authority

DESCRIPTION

The internal compliance auditor is responsible for conducting and documenting complex projects. The purpose of this position is to provide independent and objective assurance of optimized operation by providing a systematic, disciplined approach to evaluate and improve the effectiveness of the control and governance processes of the Philadelphia Parking Authority. Responsible for assisting with the planning, designing, and implementing, along with the Executive Director, of an annual work plan to monitor compliance risk.

- Develops an engagement plan to analyze business unit information
- Review analytical information
- Follow appropriate policies, guidelines, standards, and ethics
- Determine the scope of work necessary to meet audit objectives and determine records and activities required.
- Conduct audits/testing in a timely manner that minimizes disruption to daily operations.
- Evaluate internal controls to ensure that financial systems and operational and compliance processes are properly controlled.
- Responsible for ensuring all audit work is thoroughly documented
- Prepares written documents/reports and translates information into training materials.
- Proactively engage operations management to improve governance.

SPECIALIZED SKILLS AND KNOWLEDGE

- This position requires the incumbent to have experience and knowledge of analytics, control, and governance procedures.
- Strong verbal and written communication skills required. Ability to prepare and present information to audiences.
- Displays ability to function independently and in a collaborative work environment.
- Work cooperatively with others as part of a team.
- Detail oriented with strong organizational skills required.
- Ability to work independently to achieve goals, innovate procedures, and prioritize work assignments.
- Excellent analytical problem solving and data based judgement.
- Ability to provide formal presentations/training to all levels of employees and stakeholders.
- Managerial experience is beneficial.

BACKGROUND/EXPERIENCE:

- BS degree in business, finance, computer science, human resources, or a related field is required.
- 5 -8 years functional experience as an internal auditor, compliance officer or management consultant with extensive knowledge of the government regulatory environment.
- Proficiency with Microsoft Office products (Word, Excel, PowerPoint, Project)
- CGAP, CIA or related certification is beneficial

Applicate must submit a resume along with (2) professional references and (1) personal reference. Information can be either mailed or emailed to the following:

William R. Raymond, Human Resources Senior Director

Philadelphia Parking Authority

701 Market Street, Suite 5400, Philadelphia, PA 19106

Email: Wraymond@philapark.org