

## **Director of Internal Audit Madison County**

This position, established by the Madison County Audit Committee, is designed to address questions/concerns presented by individuals and departments as it relates to the County Departments following standard procedures. It provides an additional level of oversight for internal control.

### **Primary Duties**

- Builds and maintains positive relationships with County departments.
- Manages and maintains the internal control policies for each department, providing the detail to the State Auditors as requested.
- Ensures Madison County departments comply with established internal controls.
- Perform regular, random audit of the purchasing process to include requisitions, purchase orders, and purchasing cards.
- Perform regular random payroll audits.
- Develops and updates Madison County policies and procedures when necessary
- Review workflow in Munis to ensure accuracy of workflow and valid users.
- Attend seminars/classes to remain current on internal controls and regulations required.
- Identify opportunities for Madison County to avoid fraud and reduce waste in their organization.
- Performs semi-annual inventory audits in each department.
- Responsible for creation and management of department budget for Internal Audit.
- Conduct investigations into allegations of fraud, waste, and abuse of County resources.
- Attend County committee and commission meetings.

### **Competencies**

- Ability to evaluate internal control systems, detect weaknesses and make recommendations for improvement
- Knowledge of Accounting principles
- Ability to collect data, analyze details, and reach reasonable conclusions
- This role will require someone who pays close attention to detail, strong organizational skills, with the ability to communicate effectively by writing and speaking
- Good customer service experience with effective follow-up skills
- Good computer skills required with experience in Microsoft Office Suite, especially Word and Excel. While MUNIS (County's current ERP) experience isn't required, ability to learn and become proficient will be an expectation.

### **Minimum Requirements**

- A Bachelor's degree in Accounting, Business Administration, Finance, or a related field or equivalent work experience
- Master in Business Administration or CPA would be preferred
- Certified Fraud Examiner (CFE), would be helpful but can be obtained once within role
- Experience in internal auditing and fraud detection would be preferred