

Summary:

Internal Audit Manager, you will be responsible for Sarbanes-Oxley compliance activities, leading Internal Audits, participating in the Enterprise Risk Assessment and formulation of audit plan, and supporting additional projects. Additionally, you will assist the development and deployment of data analytics and data visualization to deliver business intelligence. In this position, you will have a unique view of our client, with a lens into all aspects of the audit process. As an Internal Audit management team member, you will work closely and report directly to the VP, Head of Internal Audit.

Your Contribution to the Team Includes:

Sarbanes-Oxley

Maintain the Sarbanes-Oxley risk assessment including COSO 2013 evaluation.

Maintain the Sarbanes-Oxley risk control matrices which map internal controls to related control objectives and financial statement and disclosure assertions.

Maintain appropriate process documentation including narratives and flowcharts.

Perform walkthroughs, testing, and analysis to evaluate the design and operating effectiveness of internal controls.

Supervise and review internal audit testing to evaluate the design and operating effectiveness of internal controls.

Develop and implement Sarbanes-Oxley compliance best practices.

Interpret changes in the regulatory environment (e.g., SEC, PCAOB) or industry frameworks (e.g., COSO) and provide recommendations to meet those requirements and improve business processes.

Report to senior management and external auditors regarding approach, timing, and performance as well as identified deficiencies.

Internal Audit Plan:

Participate in the Enterprise Risk Assessment in developing and executing a dynamic risk based audit plan to address high-risk areas.

Maintain an informed perspective on organizational risks.

Design and lead audits to evaluate the Company's strengths and the processes employed by management to effectively identify and manage risk.

Evaluate compliance with policies and procedures.

Provide value added recommendations to improve processes.

Identify reportable issues, perform root cause analysis, and provide remediation recommendations.

Ensure identified audit findings have been vetted with appropriate management.

Ensure audit results are presented in a clear and concise manner.

Monitor progress to ensure corrective actions are implemented timely.

Communicate results of audit and consulting projects via written reports and/or oral presentations to management.

Data Analytics:

Support the development and deployment of data analytics and data visualization to deliver business intelligence.

Leadership:

Serve as a coach and mentor and provide opportunities for on-the-job training for staff, as well as other team members.

Participate in recruiting, on-boarding & development of Internal Audit personnel.

Build effective working relationships and trust with business partners across the organization.

Requirements:

Bachelor's degree in Accounting, Finance, Business, Technology or related field.

6 or more years professional audit experience with 2 years previous supervisory experience.

CPA, CIA, or CISA or other related certification.

Ability to establish effective business relationships within the organization. Skills in dealing with people, understanding human relations, and maintaining satisfactory relationships with engagement clients. A history of building and maintaining a solid network and excellent working relationships with internal and external stakeholders.

Outstanding communications skills, including ability to present to, advise and educate executive leadership and Board of Directors. Must be able to convey complicated topics and issues in a straight-forward and concise manner and be able to tailor communication style to the audience including such matters as engagement objectives, evaluations, conclusions, and recommendations.

A strong understanding of IPPF Internal Auditing Standards and techniques; experience with risk-based internal auditing and annual planning; demonstrated knowledge of SOX 404 regulations and compliance.

Self-motivation and initiative to organize and prioritize work, advancing multiple assignments concurrently within established timelines.

Proficiency in applying accounting principles and techniques.

Other Qualifications:

Experience with a Big 4 or large accounting firm strongly preferred.

Real estate industry or Real Estate Investment Trust (REIT) experience preferred.

Strategic, creative, and critical thinker with the ability to synthesize complex information and conceptualize solutions.

Business acumen including knowledge of the Company's strategy, industry, key risks, operations, and culture.

A quick learner that displays excellent judgment and problem-solving skills which enable timely and appropriately risk balanced advice and guidance.

A team player who displays self-confidence, encourages collaboration, and establishes credibility that earns organizational trust from superiors and peers who can find common ground in solving problems.

Knowledge of manual and automated systems of internal control.

Knowledge of management information systems, concepts, and best practices and familiarity with IT standards.

Proficiency in applying internal audit standards, procedures, and techniques in performing engagements.

Knowledge of the indicators of fraud sufficient to identify them.

Knowledge of key information technology risks and controls and available technology-based audit techniques.

Understanding of management principles to recognize and evaluate the materiality and significance of deviations from good business practices.

Understanding of the fundamentals of business subjects such as: accounting; economics; commercial law; taxation; finance; quantitative methods; fraud; risk management; and information technology.

Demonstrated integrity and commitment to the highest ethical standards and personal values.

Proficient with Microsoft Office including Outlook, Word, Excel, PowerPoint, Teams, and SharePoint.

Knowledge of VBA, Excel Macros, SQL, data analytics, and data visualization.