



Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502
 Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov

	Job Announcement: HR2017:96
Position Title: Internal Auditor	Advertising: Publicly
Department: Finance	Division: Finance
Immediate Supervisor: Chief Financial Officer	Department Director: Chief Financial Officer
Employment Status: Exempt	Position Type: Regular Full-Time
Mandatory Reporter: No	Background Check Required: Yes (data-sensitive)
Opening Date: Thursday, August 10, 2017	Closing Date: Thursday, August 24, 2017 by 5:00 p.m.
Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code.	
Overall Objectives of Position	
<p>The Internal Auditor provides Tribal Council and management with an independent, objective review and appraisal of various operations, programs and systems of internal control. The Internal Auditor is expected to provide a systematic, disciplined approach to evaluate the effectiveness of risk management, control and the governance process. This job description is not an all-inclusive list of duties and responsibilities of this position. The Environmental Specialist is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.</p> <p>The Internal Auditor is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.</p>	
Primary Responsibilities of the Internal Auditor	
<ul style="list-style-type: none"> Plans, implements and maintains a comprehensive audit program to identify areas of potential internal control exposure and areas for improving operational efficiency. Conducts risk assessment and establishes risk-based audit programs for each department or functional area. Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation. Assesses compliance with regulatory requirements, financial accounting standards and Tribal policies. Analyzes, evaluates and resolves complex internal control problems. Identifies and communicates issues raised and findings and offers recommended solutions. Participates in design of major information systems. Conducts investigative audits involving allegations of fraud, abuse or conflict of interest. Ensures adherence at all times to all applicable professional standards. Performs other related duties as assigned. 	
Day-to-day Responsibilities	
<ul style="list-style-type: none"> Conducts financial, operational and compliance audits in accordance with the audit plan. 	
Education/License/Certification and Experience Requirements	
<ul style="list-style-type: none"> Bachelor's degree in Accounting or Finance required. CPA or CIA preferred. Five (5) to seven (7) years of public accounting or internal audit experience required. Two (2) or more years of recent experience in governmental accounting or auditing experience required. 	
Skills Required	
<ul style="list-style-type: none"> Absolute confidentiality. Excellent interpersonal, oral and written communication skills with the ability to communicate to all levels of management. Great attention to detail. Proficiency with Microsoft Office applications. Strong organization and follow up skills including the ability to handle competing priorities and meet all deadlines and commitments. Ability to identify sensitive issues and facilitate communications in a proactive manner to avoid surprises. Ability to understand complex governmental accounting system. 	
Additional Requirements	
<ul style="list-style-type: none"> Must successfully pass the required criminal and character background check. Ability to travel and participate in required training, leadership development and other events. Ability to adequately and successfully perform all duties and responsibilities of this position. 	
<p>Every applicant must complete an application provided by Human Resources. Human Resources is located in the modular building next to the Assisted Living Facility. A resume will not be accepted in the place of an application. Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.</p>	