

# Internal Audit Manager

## Ohio Turnpike – Berea, OH

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The Ohio Turnpike & Infrastructure Commission is seeking an experienced Internal Audit Manager to work in our Internal Audit Department at the Administration Building in Berea, OH. Please consider bringing your experience, talents, and goals to one of Northern Ohio's vital resources and join the future of transportation.

If you are interested, here's some of what we can offer you:

- Salary range from \$85,944.30 - \$98,622.94 annually
- Excellent pension and health care benefits
- Generous paid leaves
- Stability

### **Main Job Duties:**

- Oversees all functions of the Internal Audit Department and provides direct supervision of internal audit personnel.
- Manages the execution of all audit procedures for the purpose of ensuring good internal control as well as compliance with Ohio Revised Code, the Commission's Master Trust Agreement, Commission Bylaws, accounting standards and the policies and objectives established by the Commission.
- Assists in the performance of enterprise risk assessment procedures and development of audit plans in compliance with industry best practices and recognized industry frameworks.
- Plans, supervises, and assists in the performance of various auditing activities including, but not limited to, operational audits, process flow reviews and documentation, contract compliance audits, business data analysis, development and review of standard operational procedures, review and verification of technology-related controls and procedures unique to the audit and control of tolling transactions.
- Assists in activities pertinent to Payment Card Industry Data Security Standard (PCI-DSS) compliance.
- Supervises, reviews, and assists with the work of Internal Audit personnel in areas such as payroll audits, bank account and other reconciliations, toll plaza cash audits, concessionaire audits, purchasing card and procurement-related audits, and physical inventories of materials, equipment, and toll system spare parts.
- Assists in the development and presentation of recommendations for improvement of Commission processes and procedures.
- Assists in the facilitation of the annual independent audit.
- Performs special projects as identified by the Executive Director or Director of Audit & Internal Control.

### **Major Work Characteristics:**

- Working knowledge of Generally Accepted Auditing Standards (GAAS) and Statements on Auditing Standards (SAS).
- Experience with auditing functions and internal control structures; data analysis; accounting principles; tolling concepts; professional ethics; employee training and development; effective management practices; governmental policies and procedures.
- Skill in the operation of a personal computer and software such as MS Office Suite, Teams, Adobe Acrobat Pro, Kronos, general ledger/ERP applications, and software specific to various auditing and tolling-related concepts.

- Ability to read, analyze and interpret general ledger and toll system data, technical procedures, and government regulations.
- Effective written and verbal communication skills.
- Ability to use tact and diplomacy when interacting with others.
- Must maintain high levels of trust and confidentiality.
- Ability to effectively present information in formal and informal settings and among audiences of varying disciplines and skillsets.
- Strong supervisory skills and ability to lead and work effectively with a diverse range of personnel and skillsets.
- Strong organizational and problem-solving skills.
- Ability to travel along the 241-mile Turnpike.

**Education and Experience:**

- Four-year undergraduate degree with a major in accounting or related business subject.
- Five (5) years' experience in the auditing profession with at least three (3) years in a supervisory capacity.
- Certified Public Accountant (CPA) and/or Certified Internal Auditor (CIA) credential required.
- Familiarity with the audit and control of information systems preferred.
- Public sector experience preferred.

**Application Process:**

Background checks will be conducted on all selected applicants and include, but are not limited to, driving record, criminal record, and employment history. A drug test and pre-employment physical may be required as a part of the selection process.

Those interested may obtain a copy of the employment application [HERE](#). Individuals must print the application, fill out using a blue or black pen, and send it along with a cover letter and FCRA form (available on the website) and resume via U. S. mail to:

The Ohio Turnpike & Infrastructure Commission  
Attn: Human Resource Manager  
Human Resources Department  
Reference Code: Internal Audit Manager  
682 Prospect Street  
Berea, Ohio 44017

**Applications will be received until position is filled.**

*The Ohio Turnpike & Infrastructure Commission provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*