

Internal Audit Manager Cleveland Metroparks

The Internal Audit Manager assures organization-wide compliance with established Cleveland Metroparks financial policy and external regulatory requirements by establishing the annual internal audit plan and training and supervising internal audit staff executing that plan, which includes Auditors and Interns. The Internal Audit Manager is also responsible for reporting audit activity and findings to senior management and ensuring significant findings of non-compliance are pursued and remediated.

Essential Functions:

1. Effectively supervises assigned employees, including the following:
 - Interviews, selects and trains employees;
 - Coaches employees in proper job performance techniques and procedures;
 - Directs work of employees and sets/adjusts hours of work;
 - Maintains records on employee productivity and appraises employees' productivity and efficiency to recommend promotions or other changes in status;
 - Handles employee complaints and disciplines employees when necessary;
 - Apportions work among different employees;
 - Monitors or implements legal compliance measures;
 - Determines the type of materials, supplies, or tools to be used by employees and controls the flow and distribution of materials and supplies; and
 - Provides for the safety of employees and the property of Cleveland Metroparks.
2. Regular and predictable attendance is expected and required. All Cleveland Metroparks employees must be prepared to work flexible schedules, including evenings, weekends, and/or holidays as required.
3. Performs and supervises a variety of internal audits including: point-of-sale cash audits, petty cash audits, driving range token audits, payroll verifications, procurement card audits; fixed asset audits and operational audits.
4. Performs and supervises internal audits at all locations throughout the Cleveland Metroparks organization including: park reservations, golf courses, zoo, marinas, concessions, restaurants, nature shops, nature centers, etc.
5. Coordinates staffing and scheduling for completion of the annual internal audit program and prepares monthly reports of progress toward successful plan execution.
6. Reviews and updates internal audit policies and procedures to ensure they are efficient and effective in assessing compliance with current Cleveland Metroparks Finance policies.
7. Serves as subject matter expert and contributor to the annual review and update of Cleveland Metroparks Finance policy.
8. Keeps direct supervisor promptly informed of key/significant issues or concerns.
9. Carries out duties and responsibilities in a safe and efficient manner to maintain a safe work environment and surrounding area for oneself, co-workers and public. Responds to hazardous situations and/or potentially unsafe conditions by taking corrective action as capable and promptly notifying supervisory personnel.
10. Updates and enhances own knowledge by involvement in continuing education for professional growth (i.e., attends relevant conferences, seminars, in-service trainings, and certification programs)
11. Performs related duties as assigned or apparent.

Qualifications:

- Bachelor's Degree in Auditing, Accounting or Finance or a related field required; supplemented by five years of experience in Accounting/Auditing to include lead or supervisory experience; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job.
- Must possess a valid driver's license under the laws of the State of Ohio. Certified Public Accountant (CPA) License preferred.
- Ability to develop and maintain effective working relationships with stakeholders, including employees and the general public.
- Ability to speak and write clearly, concisely and persuasively using correct grammar, spelling and punctuation with ability to communicate one-on-one or in group settings.
- Ability to perform work with a high degree of accuracy and organization.
- Management skills and strong business acumen, including problem solving, vision, ability to manage multiple programs and meet deadlines, collaboration, leadership, decision making and ability to analyze diverse facts and develop clear and concise reports and recommendations.
- Ability to work cooperatively with others.
- Proficiency in software programs including all Microsoft Office programs.
- Mature professional attitude and considerable discretion, including ability to manage confidential information.
- Ability to perform with considerable independence and initiative.

Salary: \$60,534 - \$75,668 Annually

Work Schedule: Monday – Friday

Filing Deadline: Open until filled

To Apply: Please visit Cleveland Metroparks Career site at www.clevelandmetroparks.com or copy and paste the following link into your web browser:

https://recruiting.adp.com/srccar/public/RTI.home?c=1151751&d=ExternalCareerSite&r=5000708873806&_fromPublish=true#/