



ORANGE COUNTY
Human Resource Services
333 W. Santa Ana Blvd,
Santa Ana, CA 92701
714-834-2555

<http://www.ocgov.com/hr>

INVITES APPLICATIONS FOR THE POSITION OF:

Director of Internal Audit

SALARY

\$50.78 - \$76.18 Hourly \$4,062.69 - \$6,094.04 Biweekly \$8,802.50 - \$13,203.75 Monthly
\$105,630.00 - \$158,445.00 Annually

ISSUE DATE: 05/04/18

FINAL FILING DATE: Continuous

THE POSITION



DIRECTOR OF INTERNAL AUDIT

The Orange County Employees Retirement System (OCERS) is now accepting on-line applications. **This recruitment is open to the public and will remain open until the Director of Internal Audit vacancy is filled.** Applications will be accepted on a continuous basis until the needs of OCERS has been met. Interested applicants are encouraged to apply immediately.

WHO ARE WE

Established in 1944, the Orange County Employees Retirement System (OCERS) provides retirement, death, disability and cost-of-living benefits to retirees of the County of Orange and certain County districts. Serving approximately 43,000 members, OCERS is governed by a ten-member Board of Retirement that is responsible for managing a \$15.7 billion dollar fund. For more information about OCERS, please click [here](#).

Mission

OCERS' mission is to provide secure retirement and disability benefits with the highest standards of excellence.

Vision

OCERS vision is to be a trusted partner providing premier pension administration, distinguished by consistent, quality member experiences and prudent financial stewardship.

Values

- *Open and Transparent*
- *Commitment to Superior Service*
- *Engaged and Dedicated Workforce*
- *Reliable and Accurate*
- *Secure and Sustainable*

THE OPPORTUNITY

The Director of Internal Audit will report directly to the Audit Committee with functional support from the Chief Executive Officer and will oversee one direct report. This position will have the direct responsibility of coordinating internal audits to ensure that OCERS has a comprehensive system of financial and operational internal controls in place to minimize risks and substantiate overall system compliance. This position will assist the Board of Retirement and management in the effective discharge of their fiduciary responsibilities and will be expected to uphold the highest standards of accountability, plan sponsor focus and system efficiency. The Director of Internal Audit will be expected to set the scope of work and audit objectives while ensuring audit goals are met in a timely manner.

Essential Duties and Responsibilities:

- Manages all audits in compliance with the Standards for the Professional Practice of Internal Auditing as issued by the Institute of Internal Auditors and OCERS Internal Audit policies and procedures.
- Manages audits of OCERS' internal divisions and plan sponsor departments/agencies; determines nature of operations and formulates objective opinions on the adequacy, effectiveness, efficiency and compliance of systems or programs reviewed.
- Develops a methodology for following up on audit recommendations and measuring performance.
- Verifies and analyzes transactions, management representations, documents, and records, methods of reporting, receipts, disbursements, etc. for adequacy, effectiveness, errors, irregularities and inconsistencies.
- Audits records to determine compliance with stated goals and objectives.
- Evaluates information system controls, and assesses system security and data integrity.
- Performs data analysis using audit software.
- Reports on effectiveness and adequacy of internal control systems.
- Prepares and presents written audit reports with recommendations on audit findings and follows up on the status of findings and recommendations.
- Prepares and reviews work papers, correspondence and final reports.
- Makes recommendations for the correction of unsatisfactory conditions, improvements in operations, and reductions in costs.
- Maintains positive/constructive written and oral communications with OCERS personnel throughout the audit process.
- Performs other specialized duties related to Internal Audit operations.

MINIMUM QUALIFICATIONS***Education and/or Experience***

Graduation from a four-year college with a BA or BS degree in accounting, business or public administration, economics or a related field which include thirty-six semester units in elementary, intermediate and advance accounting, auditing, cost accounting, business law and other business related courses.

AND

Equivalent to three years of professional accounting or internal auditing experience which demonstrates possession of the knowledge and abilities listed above.

Special Notes, Licenses or Requirements:

- A valid California class C driver's license or the ability to arrange necessary and timely transportation for field travel.
- Successful candidates must be able to pass a thorough background investigation, including a fingerprint check through Live Scan.

Desired Qualities:

- Highly Desirable: Minimum of five years of demonstrated professional accounting/finance or internal auditing experience.

- Highly Desirable: Minimum of five years of supervisory and project management experience.
- Highly Desirable: Strong leadership, problem solving, presentation and interpersonal skills.
- Highly Desirable: Pension plan experience.
- Highly Desirable: Knowledge of Government Accounting Standards Board (GASB) for financial reporting.
- Highly Desirable: Valid certificate as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA)

THE IDEAL CANDIDATE:

The ideal candidate will possess the competencies required to exercise fiduciary responsibilities to protect the interest of plan participants. The successful candidate will have excellent written, verbal presentation and strong interpersonal and analytical skills. He/she will have a well-established background performing audits and the demonstrated ability to establish and maintain trusting and collaborative working relationships with the Board, Audit Committee, management, staff, plan sponsors and stakeholders. The ideal candidate will possess excellent judgement and the ability to take initiative. The successful candidate will be a strategic thinker with excellent problem-solving skills and will have the demonstrated ability to analyze business processes and make appropriate recommendations. He/she will have a commitment to maintain a high level of integrity, ethical and confidentiality standards; will be experienced in evaluating internal controls with a public agency and knowledgeable of the Institute of Internal Auditor's Code of Ethics and Standards.

Knowledge of

- Theory, principle and practice of auditing, including the methods and procedures used to examine, verify and analyze operational records, statements, and reports.
- Standards for the professional practice of internal auditing (Institute of Internal Auditors); Generally Accepted Auditing Standards; Generally Accepted Government Auditing Standards, and information systems auditing standards.
- Generally Accepted Accounting Principles and internal control frameworks (such as COSO).
- Internal controls, including an understanding of information system controls, accounting systems and financial structures.
- Statistical methods, including qualitative and quantitative analysis and statistical sampling.
- Computer-based information systems and use of computers for research and analysis.
- Investment management and conducting investment reviews for public pension funds.

Skills/Ability to

- Define problem areas, analyze data and or situations, draw logical conclusions and recommend effective courses of action.
- Communicate effectively both orally and in writing including preparing comprehensive work papers, clear and concise audit reports and financial statements.
- Establish and maintain cooperative relationships with plan sponsors, external contractors, management staff and co-workers.
- Review, understand, interpret and apply State, Federal and County laws and procedures: auditing and accounting pronouncements and standards (i.e. FASB, GASB, SAS, 1937 Law, SEC, and ISACA).
- Review and understand job descriptions, policy manuals, organization charts, business plan, financial and accounting records.
- Stay current on the standards for the professional practice of internal auditing and adhere to the Code of Ethics of the Institute of Internal Auditors.
- Understand, use and explain complex legal provisions in conducting audits.
- Conduct research using a variety of research techniques; collect, compile, analyze and interpret data.

- Exhibit exemplary interpersonal skills and exercise sound judgment and professionalism in business matters.
- Perform job functions independently, objectively, and within set timeframes.
- Use standard office equipment such as: computer, printer, scanner, fax machine, photocopier, and 10-key calculator.
- Use computer software to compose reports, spreadsheets, graphs, flowcharts, calculations and time reports, etc.
- Use OCERS approved means of transportation to travel to and from work sites may be required for some assignments.

Compensation and Benefits

Compensation will be determined based on the experience level, credentials and personal characteristics of the candidate. Successful candidates will be eligible to participate in OCERS' employee benefits package. The competitive benefits package includes retirement and deferred compensation programs; health, dental, life and disability insurance; professional organization memberships and tuition reimbursement up to \$3,000 maximum annually; a taxable optional benefits plan; and accrued paid annual leave. Relocation expenses will be negotiated on an individual basis.

PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS:

Physical and Mental Requirements:

- Speak and hear well enough to communicate in English clearly and understandably in person, over the telephone, and in small groups;
- Manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a telephone, keyboard, write and use a calculator.
- Mental stamina to interact professionally with members of the Board of Retirement, Plan Sponsors, peers and members;
- Vision sufficient to read fine print and a computer monitor;
- Independent body mobility, agility, and stamina to stand, walk, stoop, bend, and twist, to access a standard office environment;
- Ability to sit for prolonged periods of time; and
- Body strength sufficient to lift up to 15 pounds and carry files.

Environmental Conditions:

- The primary work place is in an office environment, working with standard office equipment;
- Surrounding office equipment generates to a quiet moderate noise level;
- Operates in an environment that includes elected officials, non-elected officials, government agencies, community interest groups and the general public in the development and coordination of OCERS affairs; and
- Travel outside of the Orange County area may be required to attend professional conferences and meetings.

SELECTION PROCEDURE

OCERS Human Resources Department screens all applications and supplemental information forms to identify the qualified candidates. **Applications submitted without a completed supplemental information form will be disqualified from further consideration.** After screening, the more qualified candidates will be referred to the next step in the recruitment process and notified of all further procedures applicable to their application status.

Application Rating:

(Refer/Non-Refer) Application materials will be rated by a panel of job knowledge experts for those qualifications most needed to perform the duties of the job. The more qualified candidates will be referred to the next step. All notifications regarding this recruitment will be sent via e-mail.

Qualifications Appraisal Panel:

(Weighted 100%) Candidates will be interviewed and rated by a panel of job knowledge experts. Each candidate's rating will be based on responses to a series of structured questions designed to elicit the candidate's qualifications for the job.

Based on OCERS needs and the number of applications received, the selection procedures listed above may be modified and all affected candidates will be notified.

ADDITIONAL INFORMATION**HOW TO APPLY**

Only on-line applications with the completed supplemental questions will be accepted.

E-mail is the primary form of notification during the recruitment process. Please ensure your correct e-mail address is on your application and only use one e-mail account.

Your application should highlight all of the areas in which you have developed expertise, matching your professional experience with the specific qualifications listed above.

It is recommended that you record or print your confirmation page, as this verifies receipt of your on-line application.

You may apply on-line at the OCERS website: www.ocgov.com

EEO INFORMATION

OCERS, as an Equal Employment Opportunity employer, encourages applicants from diverse backgrounds to apply.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.ocgov.com/hr>

OR

333 W. Santa Ana Blvd,
Santa Ana, CA 92701

EXAM #8025MR-0420-157
DIRECTOR OF INTERNAL AUDIT
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Director of Internal Audit Supplemental Questionnaire

- * 1. Thank you for your interest in the position of Director of Internal Audit. Your completed response to these supplemental questions will be evaluated to determine your qualifications and must be completed properly in order to be given full consideration for the next phase in the selection process. Responses should be thorough and specific, yet concise and succinct. A lack of adequate detail in the supplemental questions and in your application may result in failure or disqualification for this recruitment. Supplemental questions are designed to help you present your qualifications for this position and will be rated based on the information you supply. Please provide concise, descriptive and detailed information and highlight all areas in which you have developed expertise, matching your professional experience with the specific qualifications and abilities for each question. Resumes will not be accepted in lieu of completing the supplemental questions. By selecting yes below, you acknowledge that you have read and understand the application requirement.

Yes No

- * 2. Do you have a Bachelor's degree from an accredited college or university with a major in Accounting, Business or Public Administration, Economics or a related field? Please attach a copy of your degree to your application or you may email your degree to fdurrah@ocers.org.

Yes No

- * 3. Please list any professional internal audit licenses or certifications you may have? Please include date received and expiration date if applicable. In addition, please provide a brief summary of why this item is relevant and valuable for being OCERS Director of Internal Audit.

- * 4. How many years of increasingly responsible experience do you have performing professional accounting or internal auditing work?
 - Less than 3 years
 - 3 years but less than 4
 - 4 years but less than 5
 - More than 5 years

- * 5. How many years of supervisory and project management experience do you have managing current Internal Audit systems?
 - Less than 3 years
 - 3 years but less than 4 years
 - 4 years but less than 5 years
 - More than 5 years

- * 6. Please describe your audit experience and skills and give specific examples of your involvement. In detail, please describe what you would consider and how you would perform each of the follow steps: a. Planning an audit and developing an audit program b. Conducting fieldwork c. Preparing an audit report If additional space is needed, please include in a separate attachment or you may email your response to fdurrah@ocers.org.

- * 7. In your opinion, what are the important elements of an internal control system? In detail, please discuss the process you follow to review them? If additional space is needed, please include in a separate attachment or you may email your response to fdurrah@ocers.org.

- * 8. Please describe your leadership experience in an internal audit setting.

- * 9. Please provide a writing sample of an audit that you prepared and presented to either management/executives or a governing body. Please attached your writing sample to your application or you may email your writing sample to fdurrah@ocers.org.

- * 10. I certify that all statements made in this Supplemental Questionnaire are true and complete to the best of my knowledge. I understand that any false statement(s) of materials facts or omissions may subject me to disqualification.
 - Yes No

* Required Question