SUPERVISOR, INTERNAL AUDITING

$99,168 - $123,816 Annually

Purpose

FOR ADDITIONAL INFORMATION AND TO COMPLETE AN ON-LINE APPLICATION, GO TO WWW.SMUD.ORG/CAREERS Applications must be received by 5 p.m., October 26, 2012.

To provide project supervision, staff supervision and/or extensive technical auditing expertise by evaluating the reliability and integrity of financial and operational information and assessing the effectiveness and efficiency of operations in order to promote the independent and complete appraisal of SMUD activities, the accomplishment of its objectives, the improvement of operations, the safeguarding of assets and compliance with relevant guidelines, laws and regulations.

Essential Functions

1. Plans, coordinates, prioritizes, monitors, directs, supervises and reviews work activities with work-unit employees to meet established task objectives and deadlines by following established policies and precedents; communicating with team members and incorporating their input to processes and techniques; providing staff training; promoting staff safety and a safe work environment; assisting in selecting and orienting new personnel; reviews and evaluates work performance results; participating as a supervisor in accomplishing objectives; and documents and resolves problems where solutions are not readily achievable.

2. Assists in administering the department's budget by participating in planning, monitoring and revising schedules, work plans, expenditures and assignments.

3. Plans, coordinates, prioritize, monitors, guides, reviews and conducts work activities associated with department internal/external projects in accordance with established task objectives and schedule as outlined in the project plan/contract.

4. Performs and supervises internal and information technology audits of operations, systems, records and control processes by developing audit risk assessments, objectives and plans; scheduling audit projects; supervising audit field work; reviewing work papers and overseeing report preparation; reviewing and approving scope changes; developing solutions to problems encountered during an audit; and performing the most technical of audit activities.

5. Responsible for the development, implementation and maintenance of SMUD's internal audit policies, procedures and standards by assessing current audit processes; identifying controls or measures that are operationally or economically deficient; developing and recommending improvements; providing management with independent evaluations of management practices; communicating audit results to management; and recommending modifications and improvements.

6. Supervises the department's assistance to the independent auditors in their annual review by

preparing and auditing data; facilitating the provision of related information and responding to requests in a timely and efficient fashion.

7. Performs related duties as required.

Minimum Qualifications
[EXPERIENCE:]
Minimum of 8 years of progressively responsible relevant work experience in public accounting/internal auditing, financial analysis, reporting, and accounting.

License/Certifications
Certified Internal Auditor (CIA) and/or Certified Public Accountant (CPA).

Desirable Qualifications
EDUCATION:]
BA/BS degree from an accredited college or university majoring in Accounting, Finance, Economics, Business Administration or related field or equivalent experience.

Debbie Brenner (for John Rusteika)

Human Resources Analyst

Human Resource Services

Sacramento Municipal Utility District

6201 S Street, Mailstop B351, Sacramento, CA 95817

w.916-732-6065 | jdebbie.brenner@smud.org

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