

Hyland Software is actively seeking a full-time Internal Auditor at our Westlake, Ohio headquarters. Detailed information is below.

For consideration, please apply online at <http://www.hyland.com/careers/apply.aspx?jobid=177>.

Job Summary:

The scope of internal auditing encompasses, but is not limited to, the examination and evaluation of the adequacy and effectiveness of the organization's governance, risk management process and system of internal controls. The Internal Auditor will be expected to manage and maintain key relationships with line of business managers, other internal partners and external auditors. This individual will also be expected to participate in risk assessment and scope definition, effectively identifying significant risks and internal controls, performing tests of controls and reporting the results of their activities to management and the Audit Committee of the Board of Directors.

Responsibilities:

- Evaluating the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information
- Evaluating the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on operations and reports
- Evaluating the means of safeguarding assets and, as appropriate, verifying the existence of such assets
- Reviewing specific operations at the request of the Audit Committee or management, as appropriate
- Monitoring and evaluating the effectiveness of the organization's risk management system
- Performing walkthroughs, tests of controls and substantive testing to support the external auditors
- Performing advisory services related to governance, risk management and internal controls, as appropriate, creating process maps and identifying recommendations for effective process improvement
- Reporting periodically on the Internal Audit Department's purpose, authority, responsibility, and performance relative to its plan
- Reporting significant risk exposures and control issues, including fraud risks, governance issues, and other matters to management and the Audit Committee of the Board of Directors, as appropriate

Requirements:

- 4-6 years of experience in internal audit or public accounting
- Strong written and oral communication skills
- Experience in flowcharting /creating process maps
- Ability to prioritize while paying attention to detail
- Highly organized and experienced in multi-tasking
- Sharp, fast learner with a technology curiosity and aptitude
- Ability to work in a flexible, fast-paced environment
- Ability to provide exceptional follow through
- Customer-service driven
- Advanced interpersonal skills
- Ability to work independently and in a team environment

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