

## **Staff Auditor**

### **Job Summary:**

Assists the Director of Financial Audit in executing the internal audit plan. Audit activities include, designing audit programs and completing audit testing of internal financial controls and operating procedures, reviewing for compliance with CSX policies and regulatory requirements, drafting initial findings, and providing recommendations for improvements or corrective action. Staff Auditor works with limited supervision with moderate latitude for initiative and independent judgment, and is expected to maintain all organizational and professional ethical standards.

### **Primary Activities and Responsibilities:**

- Performs audit procedures, including identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting auditee processes and procedures.
- Conducts interviews, reviews documents, develops and administers surveys, composes summary memos, and prepares working papers.
- Identifies, develops, and documents issues and recommendations using independent judgment concerning areas being reviewed.
- Communicates or assists in communicating the results of Internal Audit and Compliance (IAC) projects via written reports and oral presentations to management.
- Assists in identifying and evaluating CSX's risk areas and provides input to the development of the annual IAC plan.
- Develops and maintains productive auditee and staff relationships through individual contacts and group meetings.
- Pursues professional development opportunities, including external and internal training, professional association memberships, and shares information gained with coworkers.
- Represents IAC on organizational project teams and at management meetings.
- Miscellaneous activities and responsibilities as assigned by manager.

### **Minimum Qualifications:**

- Bachelors degree required in Accounting or Finance
- 2 to 11 months of experience required in Accounting or Finance

### **Preferred Qualifications:**

- Masters degree in Business Administration
- 1 or more years of experience in Accounting or Finance
- Certifications/Licenses: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA)

### **Knowledge and Skills:**

- Microsoft Office skills
- Financial concepts / procedures

### **Competencies:**

The CSX Competency Framework is the foundation of our Talent Strategy and is what drives CSX performance. CSX accordingly selects and develops talent based on each of the following competencies: analyze issues and make effective decisions, advance the business, engage, coach, and build a diverse workforce, build partnerships, improve service quality and processes, execute effectively, demonstrate personal leadership, and demonstrate functional and technical agility.

## **Job Requirements:**

- Less than 10% travel required.
- Work hours varying in length and schedule. Work hours may include a nonstandard workweek and various shift work.
- The applicant selected for this position may be required to successfully complete a background check and drug test. Passing results must be received prior to start date in new position.

## **Environmental Conditions:**

- Work inside an office environment.

## **Safety Commitment**

Safety is a way of life at CSX, encompassing every aspect of company operations. Guided by a policy of ensuring the safety of our employees, our customers, and the communities we serve, CSX works relentlessly to prevent accidents and injuries. Not only is it the right thing to do, but when a company puts safety first, everyone benefits: the employees and their families, the customers, and the communities.

## **Company Profile**

CSX Corporation, a Fortune 500 company headquartered in Jacksonville, FL, is a multi-modal freight transportation company serving customers across North America. Through its primary subsidiary, CSX operates the largest railroad in the eastern United States with operations in 23 states, the District of Columbia, and two Canadian provinces. CSX also includes an integrated intermodal company which serves customers with its own truck and terminal operations as well as a dedicated domestic container fleet. Other CSX subsidiaries provide technology and real estate support to the company. These subsidiaries combine to allow CSX to deliver efficient freight alternatives to customers in a variety of industries, including coal, chemicals, automobiles, metals, agricultural and forest products, food and consumer goods.

## **Closing Statement**

At CSX two of the company's core values are People Make The Difference and Safety Is A Way of Life. We are committed to offering our team members the most competitive compensation and benefits package available, unlimited opportunities for development and growth throughout an exciting and rewarding career, and the safest work environment possible.

CSX is an Equal Opportunity / Affirmative Action Employer that supports diversity in the workplace.

Please apply at [www.csx.com](http://www.csx.com) or call Joy Fulford, Manager Talent Acquisition/CSX Transportation, at 904-359-4867 or Fax 904-2454217.