

Job Title: Sr. Manager, Internal Audit



General Summary:

Plans and executes financial, operational and compliance internal audits to determine adherence to Company policy and evaluates the effectiveness of internal controls for the US, Canadian and Latin American locations. This includes identifying and researching applicable operational, financial and technical issues and effectively applying knowledge of Tech Data's operations and industry practices to audit matters. Develops clear and concise audit reports including audit scope, objectives, procedures performed, internal control deficiencies and actionable recommendations. Ensures ongoing review, follow-up and implementation of audit recommendations. Assists in the preparation of the annual Risk Assessment.

Essential Duties and Responsibilities:

- Manages financial, operational and compliance audits to determine adherence to Company policies and procedures and to evaluate the effectiveness of internal controls.
- Inspects, identifies and documents systems of internal financial and operational controls through interviews, documents, questionnaires, manuals and publications.
- Prepares audit reports on internal control deficiencies and recommendations. Gives audit opinions on the adequacy of internal controls over financial statement reporting.
- Evaluates control design and operational effectiveness.
- Recommends improvements in systems of internal control.
- Maintains concise, up-to-date records of audit plans, findings, work papers, reports and other supporting documentation for audits performed.
- Maintains the highest level of confidentiality with all information obtained.
- Maintains quality in all tasks assigned.
- Possesses strong project management skills including the ability to multi-task and meet aggressive deadlines.
- Demonstrates knowledge of and supports Tech Data Business Values statements, standards, policies and procedures, operating instructions, confidentiality standards and the code of ethical behavior.
- Possesses negotiation skills and ability to educate employees and management on internal control issues.
- Possesses effective oral and written communication skills.
- Supervises audit staff to ensure effective and efficient completion of all audits. Coaches audit staff to support their development.

Additional Duties and Responsibilities:

- Develops partnerships with auditees in order to proactively assess business risk by meeting frequently with corporate management and providing timely, value-added reporting.

Knowledge, Skills, and/or Abilities Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to build solid, effective working relationships with others.
- Able to create and conduct formal presentations.
- Able to adjust readily to change and adapt as needed.

- Able to interact effectively with all levels of management.
 - Able to facilitate group interactions.
 - Able to identify areas of risk/concern.
 - Able to work independently with minimum supervision.
 - Possesses strong leadership skills with a willingness to lead, create new ideas, and be assertive.
 - Possesses strong multi-cultural interpersonal skills.
 - Able to use relevant computer system applications (which may include spreadsheets, word processors, databases, etc) at an intermediate level.
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Required Educational:

- Bachelor's Degree

Preferred Educational:

- Master's Degree
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Previous Experience (Years & Type):

- 4 year Accounting degree required (Masters preferred)
 - Travel would be approximately 10%
 - CPA required. (CIA, CFE or IT audit experience would be beneficial)
 - Minimum of 7 years of progressive internal audit experience required Public Accounting experience required (Big 4 experience preferred).
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Certifications: CPA Required (CIA, CFE or CISA would be beneficial)

Working Conditions:

- Professional, office environment.
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The statements above are intended to describe the general nature and level of work being performed by people assigned to this job. Other duties may be assigned as needed.

Contact Information:

Desmond Whitney, MBA
Employment Specialist
Human Resources
Tech Data Corporation

email: desmond.whitney@techdata.com
[727-539-7429 ext 75166](tel:727-539-7429)