



## Internal Audit Senior North Branch, New Jersey

### Who we are looking for:

The qualified Internal Audit Senior will have:

- Intellectual curiosity to delve into the business to understand the risks and challenges they face and how audit processes can effectively meet those needs.
- An analytical mindset to expand data analysis capabilities to connect the dots to identify trends and root causes in audit observations.
- Excellent problem-solving skills to ask probing questions and leverage technology and tools to deliver results with the biggest impact.
- Exceptional communication skills that demonstrate an ability to translate detailed audit findings into the language of the business.
- A proactive work style to escalate any issues to VP/CFO in a timely fashion and to follow through with agreed upon resolutions.
- Strong organizational skills, a high-level attention to detail and the ability to prioritize multiple workstreams.
- Motivation to improve existing tools, processes, and templates to drive efficiencies in the department.
- A willingness to improve oneself by soliciting feedback from Team Leads and Managers and remaining current on industry trends.
- A desire to be a team player by seeking out new projects and opportunities on which you can help.

### Duties & Responsibilities:

- The audit function is designed to add value to SCHÜTZ's operations by bringing a systematic, disciplined approach to evaluate and advance the effectiveness of risk management and controls.
- Perform end-to-end business process reviews; internal investigations and fraud reviews; and targeted financial, operational and compliance audits.
- Identify trends and root causes of audit observations, making recommendations for control or process improvements necessary for remediating internal control gaps.
- Effectively communicate results and observations, providing clear, concise workpapers that facilitate review and allows for re-performance of testing.

- Follow up management action plans to ensure controls are implemented, and risks have been appropriately mitigated.
- Establish and maintain excellent relationships across various businesses, working actively with stakeholders on agreed upon action items.
- Audit expense reports to ensure compliance with established company policies. Assist in the refinement of existing policies to address compliance gaps and develop new policies where necessary to address emerging compliance and spending opportunities.
- Prepare periodic management reports to summarize identified exceptions.
- This position works on projects both independently and in cross-functional teams as necessary.
- The Internal Audit Senior reports to the VP/CFO. There are no direct reports reporting into this role.
- Complete special projects and other reporting duties as assigned.
- Domestic travel up to 20% of the year may be required. Weekend work as needed.

**Required Experience:**

This role requires someone to:

- Either a bachelor's degree in accounting, finance, economics, or other related field. We will also consider any undergraduate major with an MBA degree.
- 2-5 years of experience in some combination of internal audit, public accounting, or business operational/financial role.
- Big 4 or regional firm experience preferred but not required.
- Knowledge of SAP preferred but not required.
- Knowledge of Concur preferred but not required.

**Required Skills:**

- Excellent organizational, managerial, interpersonal and communication skills, ability to work in a team-based, continuous improvement environment, ability to deal with ambiguity and work independently.
- To be successful this role must have strong communication and collaboration skills with the ability to work under pressure (i.e. deadlines) while balancing multiple priorities.
- Must be highly analytical and inquisitive with strong organizational abilities, keen attention to detail, and ability to meet monthly deadlines and goals.
- Experience supporting/developing annual audits by protecting the company assets: Physical/Financial.
- Strong working knowledge Microsoft Office; proficient in Excel, Word, and PowerPoint.

If you would like to work for an international operation that takes care of its staff and supports them in their own personal development, we are the right partner for you.

We welcome your application by email to: [info1usa\\_northbranch@schuetz.net](mailto:info1usa_northbranch@schuetz.net)