



Job Description

Job Title: Director Internal Audit
Division: Internal Audits
Reports To: Vice President, Corporate Governance
Grade Level: H19
FLSA Status: Exempt
Employment Status: Full Time

Job Summary

New Jersey Schools Development Authority (SDA) is the State agency responsible for fully funding and managing the new construction, modernization and renovation of school facilities projects in 31 school districts known as the SDA Districts. The SDA's current portfolio of active projects is valued at approximately \$1.55 billion – including the Capital Project Portfolio, Emergent Projects and Regular Operating District grants.

The Director, Internal Audit is a leadership role and is expected to assist in identifying, planning, and executing organizational initiatives to identify improvement opportunities within the authority for meeting compliance objectives and regulatory requirements.

The Director Internal Audit will oversee all aspects of the Internal Audit Function, including the Annual Risk Assessment, Audit Plan, Audits, Internal reviews of the Authority's activities, managing co-sourcing relationships, and lead the day to day activities of the function. The position will report organizationally to the Vice President-Corporate Governance and directly to the Board Audit Committee.

Residency in New Jersey is a requirement for consideration for this position in accordance with the New Jersey First Act.

Essential Duties and Responsibilities

The Director, Internal Audit will lead the SDA Internal Audit department, bringing value to the Authority by balancing risks and controls leading to an efficient and sustainable internal control environment that sufficiently mitigates SDA's significant risks. Specifically:

1. Prepare and execute a risk-based audit plan to assess and report on the relevance, efficiency, and effectiveness of the company's key internal controls;
2. Work with functional leaders throughout the business to promote and communicate the value of the framework for internal controls;
3. Develop sustainable and best in class governance policies and procedures to ensure compliance with the Institute of Internal Auditors Professional Practices Framework;
4. Prepare and present Executive Team and Audit Committee reporting;
5. Manage co-sourcing relationships to leverage specialized knowledge and maximize knowledge transfer to internal resources;
6. Attract, retain, coach, and lead a cohesive and effective team, while providing development and engagement opportunities for team members.
7. Develop recommended controls to eliminate identified weaknesses that are cognizant of interrelated operations and functions/responsibilities.
8. Provide consulting activities that assist operating units with the development of Standard Operating Procedures that are appropriately inclusive of existing procedural elements, and that remedy procedural gaps and recognize interdependencies between operating areas.

9. Communicate interim and final audit report findings and recommendations to the NJSDA Audit Committee.
10. Keep abreast of current auditing developments, Authority procedures, and applicable laws and regulatory requirements.
11. Participate in assigned special reviews/projects as required.

Required Skills and Abilities

1. Strong written and verbal communications skills, proven ability to write for, present to, and communicate with senior management.
2. Excellent analytical, time management, documentation, project management and attention to detail skills.
3. Objective in the approach to audits, with the ability to use initiative when confronted with obstacles.
4. Excellent ability to collaborate with and influence authority leaders, managing conflict and creative problem solving to reach goals.
5. Ability to determine acceptable levels of risk within a service or process, make assessments and recommendations.
6. Ability to work independently and in a team environment.
7. Proficient in the use of Microsoft Office products (Word, Excel, PowerPoint, Outlook, etc.).
8. Experience in evaluating technology risks and controls (i.e., ITGC, COBIT, ITIL, etc.) a plus.
9. The ability to adapt to change quickly and adjust her/his work in a positive, professional manner, all while successfully managing multiple projects effectively.

Required Education and Experience

The Director Internal Audit must be a leader with the necessary credibility, expertise, and experience required to lead professionals. Specifically:

1. Bachelor's degree in accounting, finance, or closely related business field.
2. Minimum of seven years of financial, operational, compliance auditing experience (public or private); experience with construction auditing, industry training or general knowledge of construction practices and terminology is preferred.
3. 5 years staff management experience.
4. Proven ability to manage a team and function, meet deadlines, and apply creativity to audit/testing design and problem solving.
5. Proficient knowledge and expertise in the use of accounting concepts, audit methodologies, risk-based auditing techniques, IIA auditing standards and Generally Accepted Accounting Principles.

Physical Demands

Minimal

Certificates and Licenses Required

CPA and/or CIA certification