



Position Information

Employee Name:

Position Title:

Internal Audit Manager

Program:

Internal Audit Department

Work Unit:

Claims Unit

Classification:

Staff Management Auditor

Report To:

Senior Internal Audit Manager

Collective Bargaining Identifier (CBID):

S01

Fair Labor Standards Act (FLSA) Status:

Not Covered, Exempt. Work Week Group E

Special Requirements

Conflict of Interest Designation: Yes

This position is designated under the State Fund Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may have a material effect on personal financial interests. The selected candidate is required to complete the Statement of Economic Interest—Form 700 within 30 days of appointment and once per year thereafter.

Program Information:

The purpose of the internal audit function is to strengthen State Fund's ability to create, protect, and sustain value by providing the Board of Directors (the Board) and Senior Management with independent, risk-based, objective assurance, advice, insight, and foresight.

The internal audit function enhances State Fund's:

- Successful achievement of its objectives.
- Governance, risk management, and control processes.
- Decision-making and oversight.
- Reputation and credibility with its stakeholders.
- Ability to serve the public interest.

Purpose/Scope:

Under the general direction of the Senior Internal Audit Manager (Senior Management Auditor), the incumbent will supervise and direct the work of assigned Internal Audit staff; to assess enterprise risks and propose the Claims Unit audit program; to develop budget recommendations and authorize expenditures allocated to assigned unit.

Essential and Marginal Functions:

In all aspects of performing the following functions the incumbent will:

- Comply with the Code of Conduct
- Maintain regular and predictable attendance and communication availability during working hours
- Establish and maintain effective working relationships and provide quality customer service in a timely manner.
- Follow State Fund's Equal Employment Opportunity principles
- Maintain a safe work environment
- Defend State Fund against fraudulent activities
- Maintain good customer relationships with internal and external business partners and stakeholders
- Properly maintain assigned equipment

In all aspects of the work performed, the incumbent will conform to:

- Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors
- State Fund Policies, Guidelines, and Procedures
- All applicable State and Federal laws, codes and regulations
- Internal Audit Department Manual

This duty statement outlines the primary responsibilities and expected outcomes of the position. It is not intended to provide an exhaustive list of all job duties. Employees may be required to perform additional tasks as assigned, including work in other functional areas.

Description of Duties

40% Essential

1. Manage Unit to achieve Program Plan objectives.

- a. Audits and other projects will reflect the needs of the State Fund as identified in the State Fund Business Plan, Corporate Guidelines, Systems Development plans and Departmental plans.
- b. Audits and other projects are completed within the time frames specified in the Engagement letter.
- c. Due professional care, as defined by the Institute of Internal Auditors' (IIA) Professional Practices Framework, will be reflected in all audits.

20% Essential

2. Audit Reporting, Documentation, and Follow-Up

- a. Audit findings will be accurately reported and will be documented in accordance with defined in IIA Standards and the Internal Audit Manual.
- b. Need for follow-up will be determined on all audits and indicated follow-up will be completed within the recommended time frame after release of final report.

20% Essential

3. Supervise and develop personnel in assigned Unit.

- a. Personnel will be effectively recruited, hired, and retained.
- b. Training will be provided to staff members in accordance with their development, auditing profession standards, and Department's needs.
- c. Performance appraisals, leave documents, and other personnel transactions will be completed within specified time frames.
- d. Composition and operation of the assigned Internal Audit unit will be consistent with the State Fund AA/EEO policy.

15% Essential

4. Contribute to Department Management Team and Department administration.

- a. Department planning sessions and management team meetings are attended and actively participated in.
- b. Significant information/observations concerning State Fund operations will be shared with the management team.
- c. Assistance will be provided to other management team members, as needed.
- d. Unit expenses will be incurred with a sense of economy, and with appropriate authorizations. Expenditures exceeding Program Plan will have Senior Vice President of Internal Audit's approval.
- e. Department management and other administrative responsibilities will be carried out as delegated by the Senior Vice President of Internal Audit and/or a Senior Internal Audit Manager.

5% Essential

5. Complete special projects

- a. Participate or assign resources for special projects as requested by Chief Audit Executive and other departments.
- b. Quality of work will be consistent with that expected of other audits and projects.

100%

Required Knowledge Areas:

- Working knowledge of Institute of Internal Auditors' Professional Practices Framework ("Standards").
- Working knowledge of a manager's role in the Equal Employment Opportunity and the processes available to meet Equal Employment Opportunity objectives.
- Proficient knowledge of the State Fund organization and business functions, and Regional Offices and corporate support programs (their functions and relationships) working knowledge of the terminology, acronyms, and resources available from State Fund's programs that can be leveraged to provide analysis, coordination/partnership, facilitation, and operational support for the program/Program Manager or Executive leader.
- Proficient knowledge of accounting principles and procedures.
- Proficient knowledge of principles of public finance.
- Proficient knowledge of audit management systems, applications (e.g., TeamMate), State Fund standard software applications, and Microsoft Office Software such Excel, Word, Power Point, Visio.
- Working knowledge of corporate policies and procedures, general management, human resource principles and practices.
- Working knowledge of the National Association of Insurance Commissioners (NAIC) Annual Financial Reporting Model Regulation.
- Working knowledge of library and internet research and data gathering methods.
- Working knowledge of workers' compensation industry trends and issues.
- Working knowledge of business continuity process, policies and procedures.
- Working knowledge of project management principles.
- Working knowledge of basic math and statistics.

Required Skills and Abilities:

- Skill to apply accounting principles and procedures.
- Skill to research, analyze data, and draw sound conclusions.

- Skill to prepare clear, comprehensive, and concise reports.
- Skill to plan and organize a variety of projects.
- Skill to protect and maintain confidentiality and information on a need-to-know basis.
- Skill to analyze issues and situations, interpret, and apply laws/regulations/policies and to proactively make and support decisions, alternatives and recommendations.
- Skill to use good judgment and make sound decisions in high pressure or sensitive situations while being firm yet tactful
- Skill to prepare clear, complete and concise reports using State Fund Software applications.
- Skill to communicate professionally and effectively verbally and in writing with all levels of management, employees, and vendors, including the ability to negotiate credibly, persuasively, and diplomatically.
- Skill to work independently and as a team with co-workers and management to address and resolve issues.
- Ability to effectively work and relate with other people.
- Ability to work on multiple tasks and/or projects, establish, and maintain project priorities.
- Ability to recognize the need to shift priorities and resources to complete projects and assignments within established timeframes.
- Ability to gain and maintain the confidence and cooperation of others.
- Skill to develop and effectively utilize all available resources.

Work Environment:

Physical Requirements:

- Incumbent works in the usual office environment.
- Computer data entry, frequent positioning of self to move and transport light objects, and telephone work; mobility to various working areas.

Travel:

- Travel to various work sites and locations for training and/or meetings.
- Travel may occasionally be from overnight to five days in duration.
- Travel may include, but not be limited to, plane, bus, van, taxi, or car.

Emergency call backs:

- Emergency call backs may be needed.

Work Hours:

- Work hours may vary.

Supervisor’s Statement: I have discussed the duties of the position with the employee

Supervisor Name (Print):	Supervisor Signature:	Date:

Employee’s Statement: I have discussed with my supervisor the duties of the position and have received a copy

Employee Name (Print):	Employee Signature:	Date: