



Position Title: Manager of Internal Audit
Reports to: Chief Financial Officer
Salary Grade: 012
Location: Jeffersonville
FLSA Status: Exempt

Summary:

Manages the internal audit function of the organization and responsible for conducting internal audits throughout the organization to ensure compliance with established processes.

Essential Duties & Responsibilities:

Oversees and manages the implementation of practices, policies and programs to ensure quality and effectiveness of the organization's internal audit function. Coordinates internal audit approach with external auditors to ensure effective of approach and to facilitate reliance of external auditors on internal audit work. Responsible for the identification, documentation and testing of the system of internal controls. Develops recommendations to improve internal control procedures and works with management to implement. Performs audit functions associated with the identification, documentation and testing of the system of internal controls. Prepares reports on audit findings for review and makes recommendations to improve internal control procedures. Assist the Manager of Internal Audit with establishing and documenting internal processes and controls to ensure compliance with internal audit objectives.

Education/Experience/Demands:

B.S. degree in Finance, Accounting, Business Administration or a related field is preferred. Master's degree, CMA, and CPA is a plus.

- 3-5 years of previous financial auditing management competence in a transportation, manufacturing or corporate environment is preferred.
- Competence in auditing all financial and accounting principles, processes, auditing is required. ● Knowledge around continuous improvement or lean concepts is a plus ● Knowledge of SEC and other government regulations are required. ● Strong knowledge of Sox legislation and a demonstrated ability to plan and manage process and audit teams are required.
- Proficiency in using MS Office software, Peoplesoft, and other financial systems.

Key Leadership Competencies:

Safety

Applies the safety policies to improve practices. Determines and explains the potential risks of injury to others and/or liability to the company as a result of changes in programs or processes.

Customer Focus

Listens and anticipates customer needs and aligns ACL processes to accommodate them. Look for new business opportunities. Builds a team approach to have programs and processes that improve customer satisfaction. Learns and understands the issues and needs impacting the customer's business.

Business Sense

Leverages management information systems and other resources to meet business needs. Analyzes data and utilizes information to identify issues, root causes and implement solutions. Considers broader implications of business solutions before implementing. Produces timely decisions.

Strategic Thinking

Examines ACL's strengths, weaknesses and competitive position in the marketplace, and develops objectives and strategies. Collaborates with others to create connected strategies that achieve and sustain a competitive business advantage. Assures tactical alignment of strategies within department.

Integrity

Models and encourages ethical behavior that is consistent with the organization's Code of Ethics. Establishes and exemplifies ethical standards to support products, services, financial conduct, relationship and personal behavior. Assure processes to encourage and support employees respect, appreciate, and value individual differences as catalysts for creativity and productivity.

Results Driven

Sets and frequently attains individual stretch goals, achieving business results and learning from them. Willingly makes personal sacrifices in order to reach a goal. Exercises initiative to anticipate and overcome barriers to success. Works collaboratively to help others meet their goals.

Change Management

Actively challenges existing practices and suggests potential improvements. Examines and Identifies solutions to effect change. Reduce conflict by effectively communicating the change direction to one's team. Commit to change process.

Develop People

Leads and requires team members to participate in the Career development, Annual Performance Review and Individual Development Plan process. Is actively involved in growing high performance behaviors the team. Ensure that the hiring methods, model and processes are in place to assure a top talent standard. Develops conflict management skills.

Key Functional Competencies:**Financial Accounting and Reporting**

Fluent regarding ACL systems and processes in assigned areas. Able to regularly and timely close accounting systems. Generates reliable results and evaluates and monitors system performance for completeness, accuracy and efficiency. Becomes a knowledge source regarding assigned area within Finance and within ACL. Systematically evaluates the work to be performed and appropriately prioritizes tasks. Completes and suggests improvement in reporting.

Analytical Thinking/Decision Support

Excels at finding ways of tackling new situations/challenges. Capable of getting to the heart of complex problems with clear analysis; recommends data-based course of action. Collaborates with cross-functional teams to analyze new ventures, risk/reward. Ensures that the right metrics are in place and ensures that those profitability drivers are monitored and communicated. Monitors current business trends for the company and key markets. Participates in maintaining comprehensive forecasts.

Compliance

Well versed in all areas of GAAP, financial concepts and general business. Provides insight and challenges team to achieve compliance. Measures and benchmarks compliance to avoid regulatory issues and understand evolving standards. Recommends/creates new or revised policies and procedures as directed by changes in governmental, agency or organizational requirements.

Continuous Improvement and Innovation

Looks outside the department to identify areas that affect the success of the Finance function. Actively challenges current conditions to stimulate team-wide input and support. Communicates in a manner which allows for understanding and better adaptation to change. Enables others and self to set and attain stretch goals and possesses desire to reach strategic goals. Systematically analyzes key processes and recommends incremental, continuous steps for improvement.

Effective Communication

Delivers clear, concise and professional messages in formal and informal settings. Exhibits confidence to ask tough questions and challenge ideas. Anticipates and prepares for reactions and questions about delivered message.