



Principal Management Internal Auditor

Annual Salary Range: \$94,458 to \$146,410 per year

First Review of Applications: April 8, 2021 – Open until filled

Expected Start Date: May/June 2021

Role

Reporting to the Independent Performance Auditor, the Principal Management Internal Auditor performs and coordinates administrative, financial, operational, and management audits and reviews of SANDAG activities and programs. This position will provide sound professional recommendations to executive management for consideration in formulating policies and procedures. This position will also facilitate and support management in establishing internal management controls and improving operational and organizational performance.

SANDAG Internal Audit Function under the Office of the Independent Performance Auditor

Under general administrative direction of the Board of Directors and Audit Committee, the Office of the Independent Performance Auditor reviews SANDAG programs, functions, operations, management systems, and procedures to assess whether the agency is achieving economy, efficiency, and effectiveness in the full use of resources. The Office also reviews compliance with the agency's administrative policies, procedures, and regulations including reviews of funding, revenue streams, capital programs, expenditures, enterprise risk management, public bid process, transportation, and other regional planning programs and initiatives that impact the region.

The independent audit function is a catalyst for helping SANDAG accomplish its objectives by using a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, governance processes, and management controls. This objective source of advice helps SANDAG showcase its commitment to integrity and accountability allowing the agency to continue along the path of providing valuable improvements for the San Diego region.

Job Responsibilities

This opportunity is ideal for an experienced auditor; someone who has extensive knowledge of and skill in applying internal auditing and accounting principles and practices, management principles, and preferred business practices. The primary responsibilities for this position include:

- Perform and coordinate a variety of complex administrative, operational, financial, performance, and management studies and audits of agency activities, functions, services, and programs.
- Conduct risk assessment analyses and develop and prioritize internal audit plans with input from executive management, the Independent Performance Auditor, and the Audit Committee.
- Coordinate internal audit activities with those of other departments and outside agencies and organizations; respond to and assist management with resolving sensitive, significant, and controversial issues.
- Meet with agency personnel to conduct engagement entrance and exit conferences; prepare audit plans including detailed work programs; determine the analytical techniques and information gathering processes required to achieve audit objectives; ensure analytical techniques are in accordance with established auditing standards.
- Review laws, policies, best practices, regulations, contracts, and previous audit reports; perform interviews of appropriate officials, representatives, and experts in various fields of study; make observations of operations and activities in the field.
- Prepare reports that summarize analyses of complex management issues, discuss agency vulnerabilities, and recommend solutions to issues or problems identified in the course of an audit.
- Participate on a variety of committees and task forces; attend and participate in professional group meetings; keep current with new trends and innovations in the field of auditing and investigations auditing.
- Perform inquiries and investigations resulting from complaints filed via the Fraud, Waste and Abuse website.



- Supervise, mentor, train, and support career development opportunities for a team of audit staff and audit interns; oversee and coordinate projects assigned to the team; review and evaluate work products, methods, and procedures.
- Provide highly technical and complex assistance to the Independent Performance Auditor.

Experience and Qualifications

Numerous factors contribute to an individual's ability to be successful in any given role. For this position, we are searching for a candidate who is responsive, organized, detail-oriented, and is committed to providing exceptional service to management and employees. Highly developed communication skills, an aptitude for analytical thinking and problem solving, and the ability to use sound judgement are essential to this position.

- Bachelor's degree with major course work in public or business administration, accounting, finance, or a related field, and a minimum of seven years of professional auditing experience in the areas of administration, operations, finance, performance or management, preferably for a public agency. Relevant professional certification (e.g. CPA, CIA, CMA) is desirable.
- Demonstrated knowledge of the principles, practices, and standards of governmental program auditing; knowledge of advanced principles, practices, and methods of organizational, operations, performance, and procedural analysis.
- Demonstrated experience with the methods of organizational analysis including program evaluation, operational auditing, financial auditing, and cost-benefit analysis.
- Demonstrated knowledge of the principles and practices of public administration, including budgeting, purchasing, risk management, human resources management, public contracting, and maintenance of public records; knowledge of standard public agency methodologies and strategies used in the procurement of services; knowledge and understanding of pertinent federal, state, and local laws, codes, and regulations.
- Knowledge of practices and procedures of enterprise and governmental accounting, including cost and project accounting and methods of financial control and reporting.
- Demonstrated ability to apply the Standards for the Professional Practice of Internal Auditing, the Government Auditing Standards, and the Code of Ethics developed by the Institute of Internal Auditors; knowledge of Sarbanes-Oxley principles is desirable. Ability to exercise expert independent judgement within broad policy and procedural guidelines.
- Experience performing financial/statistical/comparative analyses; knowledge of the tools, techniques, formula, and software used for statistical analysis and data management including Audit Command Language (ACL) or other data analytics tools.
- Demonstrated ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of agency goals.
- Demonstrated project management experience; knowledge of the principles of effective project management.
- Experience supervising and evaluating the work of professional and technical personnel; experience providing administrative and professional leadership and direction for assigned programs.
- Capacity to establish, maintain, and foster cooperative and collaborative working relationships with those contacted in the course of work; ability to gain cooperation and consensus through discussion and persuasion.
- Outstanding written and oral presentation skills and the ability to effectively communicate to a variety of audiences; ability to prepare clear and concise administrative, technical, and informational reports.
- Experience providing technical expertise and guidance to executives to assist with policy development in response to policy changes.

Benefits and Salary

Our benefits include health, dental, and vision insurance as well as employee assistance, wellness, and work/life balance programs. Retirement and financial security benefits are provided through a pension plan and deferred compensation program. SANDAG offers flexible work schedules and employees are provided with paid time off and paid holidays.

This position is being offered as an At-Will, employment contract opportunity.

Careers at SANDAG

A job at SANDAG is guaranteed to engage your mind, expand your skills, and enhance your professional development. We are committed to hiring talented individuals who are dedicated to working on important issues and enthusiastic about making significant contributions that improve the lives of people in the San Diego region.

How to Apply

We encourage interested candidates to apply for this position by completing a SANDAG Employment Application. Resumes, cover letters, and work samples may be submitted but are not a substitute for the Application.

The Employment Application can be downloaded from the SANDAG website or requested by emailing hr@sandag.org or calling (619) 699-1900. Completed applications can be submitted via email, fax, regular mail, or delivered by hand. See our Careers / How to Apply webpage for additional information.

In compliance with the Americans with Disabilities Act (ADA), SANDAG will accommodate persons who require assistance in order to apply for a position at SANDAG. Applicants requiring an accommodation due to a disability during any stage of the recruitment and selection process, including requesting this document and related application materials in an alternative

format, should make their needs known by contacting Human Resources at hr@sandag.org, (619) 699-1900, (619) 699-1904 (TTY), or fax (619) 699-6905.

Further Information

In compliance with the Immigration Reform and Control Act of 1986, applicants hired by SANDAG must show acceptable proof of identity and evidence of authorization to work in the United States.

The selected candidate can anticipate a driving record check upon hire, and approximately annually thereafter. The results of the check may determine whether the selected candidate will be permitted to drive for SANDAG business.

Contact Us



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(619) 699-1900 | TTY/TDD: (888) 722-4889



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