



# Senior Internal Auditor

The **San Antonio Water System (SAWS)** is currently searching for a **Senior Internal Auditor**. The **Senior Internal Auditor** is responsible for planning and conducting complex financial, operational and compliance audits from inception to completion in accordance with generally accepted auditing standards, practices, and procedures. **The Senior Internal Auditor** also performs consulting projects, management requests, and participates in the development of the SAWS' Annual Risk Assessment.

SAWS is a public utility owned by the City of San Antonio. It was created in May 1992 through the consolidation of its three predecessor agencies: the City Water Board, the previous city-owned water supply utility; the City Wastewater Department, the city department responsible for sewage collection and treatment; and the Alamo Water Conservation and Reuse District, an independent city agency created to develop a system for reuse of treated wastewater.

Since the formation of SAWS, San Antonio has been recognized nationally for its novel conservation efforts and proactive water management planning, making San Antonio "Water's Most Resourceful City". SAWS serves more than 1.6 million people in Bexar County, as well as parts of Medina and Atascosa counties. This population includes more than 460,000 water customers and 411,000 wastewater customers.

The **Senior Internal Auditor** reports directly to the Chief of Internal Audit and works under general supervision. The selected candidate may have contact with internal and external customers, auditors, consultants, and advisors. The **Senior Internal Auditor** must communicate effectively, both verbally and in writing, and exhibit high standards of business and personal ethical conduct, leadership, teamwork, attitude, initiative and problem solving. The selected individual may be required to work hours outside of their regular work schedule. Working conditions are primarily in an office environment with occasional field visits – the selected candidate may be required to drive a company and/or personal vehicle when performing duties at external locations.

The **Senior Internal Auditor** performs the following essential functions:

1. Plans and performs complex audits to improve the accuracy of financial reporting, effectiveness and efficiency of operations, and maintain compliance with applicable laws and regulations.
2. Plans and performs consulting projects and management requests to provide value-added feedback to management.
3. Assists in and contributes to the development and planning of the Annual Risk Assessment by identifying, assessing, and recommending solutions for key business risks. Communicates with management to identify key business risks, assess those risks, and assist in updating the comprehensive internal audit plan and audit universe.
4. Develops and delivers results of audit and consulting projects to the Audit Committee and all levels of management.
5. Prepares draft and final written audit and consulting reports that are concise and customer oriented.
6. Formulates recommendations to improve the accuracy of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws and regulations.



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7. Prepares working papers to document audit steps performed, conclusions, and results in accordance with the Institute of Internal Auditors standards.
8. Maintains working papers in an electronic database and ensures completion of the audit process within the database.
9. Evaluates internal controls to determine if any material weakness or significant deficiency exists and formulates recommendations to improve the control environment.
10. Discusses significant audit findings with management to communicate audit results and recommendations for improvement to the business processes (exit conference).
11. Evaluates audit testing criteria by conducting audit testing and analyzing the results.
12. Determines and defines audit objectives, scope, and methodology and designs and develops customized audit programs to satisfy these objectives.
13. Applies audit and risk concepts and practices according to generally accepted and governmental standards, practices, and procedures.
14. Researches, reads, and analyzes State and Federal laws, regulations, policies, procedures, and contract provisions pertaining to programs or activities to be audited.
15. Establishes and maintains effective working relationships with internal and external clients or entities.
16. Assists and participates in the preparation for the annual self-assessment and five year Quality Assessment Review tasks.
17. Develops and maintains permanent audit files including flowcharts and narrative descriptions of SAWS financial and operational procedures.
18. May serve in an advisory capacity on a SAWS cross-functional task force or committee, without assuming management or operational responsibility.
19. Performs other duties as assigned.

## **MINIMUM JOB REQUIREMENTS**

- Bachelor's Degree in Business Administration, Accounting, or related field from an institution accredited by a nationally recognized accrediting agency.
- Five years' experience in performing financial, compliance or operational audits, or related type work.
- Proficient in the use of word processing, spreadsheets, database and presentation software.
- Able to operate a ten key.

## **PREFERRED QUALIFICATIONS**

- Licensed as a Certified Public Accountant or Certified Internal Auditor or Master's degree in Business Administration from an institution accredited by a nationally recognized accrediting agency.

**Resume review will begin on June 9, 2017.** Salary starts at \$61,918 and increases DOQ, with generous benefits package including pension and health benefits. Interested applicants should send a cover letter and resume by email only to [employment@saws.org](mailto:employment@saws.org).