



**Job Title:** Director, Internal Audit and Compliance

**Department:** Accounting

**Reports To:** Executive Vice President, CFO

**Location:** State College, PA

This position will perform management, information systems and technologies, financial and security audits in all locations of the Corporation to review and evaluate the effectiveness and efficiency of operations, reliability of financial reporting, compliance with applicable laws and regulations.

**Education/Qualifications:**

- 1) Bachelor's degree in Accounting or similar discipline.
- 2) CPA or CIA designation preferred.
- 3) Minimum 10 years experience in public or corporate accounting, with at least 5 years management/supervisory experience.
- 4) Knowledge of GAAP.
- 5) Knowledge of and experience with Sarbanes-Oxley Section 404 compliance.

**Requirements/Skills:**

- 1) A knowledge of audit procedures, including planning, techniques, test and sampling methods involved in conducting audits.
- 2) Ability to develop, administer and enforce corporate standards, policies and procedures with staff.
- 3) A knowledge of computerized accounting and auditing record keeping systems.
- 4) A knowledge of the principles, procedures and practices of accounting and financial records and transaction.
- 5) Ability to administer business operations and internal controls in conformance with applicable regulatory requirements and industry best practices.
- 6) Demonstrated strong communication skills.
- 7) Ability to draft analytical management reports and correspondence.
- 8) Ability to create formal presentations and speak effectively before groups of customers, shareholders or employees.
- 9) Previous training/experience in corporate internal audit is desirable.

**Job Duties and Responsibilities:**

- Develop the scope for operational, information technologies, financial and security audit projects and select/develop appropriate audit steps necessary to promote effective audit coverage to ensure adequate controls over financial reporting are maintained.
- Develop or assist in the design of audit program routines to analyze computer systems databases and perform data mining and analysis to assess the effectiveness and efficiency of automated controls.
- Conduct management, information technologies, financial and security audit projects according to the yearly audit plans in all areas of the Corporation.
- Develop and monitor entity-level internal controls that strengthen other application and process-level

internal controls

- Participate in the development of new information systems to ensure that efficient and effective controls are incorporated.
- Identify control and process weaknesses, document main control points and provide evidential support for report recommendations
- Prepare recommendations for all levels of management, considering materiality, pertinence and documentary evidence.
- Present to area management the results, recommendations and conclusions of audit reviews
- Maintain respectful and effective communications and relationships with management and staff of areas under review.