

## Department Head, Audit

### Summary of Duties:

Reporting directly to the Chief Audit and Compliance Officer, directs Metra's internal audit operations and staff, and serves as the department liaison to other Metra departments and external auditors. Must ensure the highest standards of compliance and corporate governance. Manages compliance, including audits of federal and state funded grant programs. Counsels senior management on audit issues such as those related to fraud, waste, abuse, internal control weaknesses, and recommends corrective actions. Develops reports on departmental accomplishments to the CACO for reporting to the Board of Directors. Responsible for internal control reviews, program evaluations, and business process reengineering, including process mapping. Manages internal audit function to create value for the organization and establish an effective fraud deterrent. Supervises staff and assists in the preparation of audit reports and recommendations. Performs other related duties as needed to meet the ongoing needs of the organization.

### Minimum Acceptable Qualifications:

- Must possess Bachelor's Degree or greater in Accounting or Finance. CPA required.
- Must have significant audit experience that includes experience managing an audit staff.
- Strong knowledge of auditing standards issued by AICPA, GAO and IIA.
- Internal audit experience in governmental or transportation sectors is preferred.
- Must be in good standing within the profession and must be in compliance with all continuing professional education requirements.
- Experience with Enterprise Risk Management, risk assessments and the development of risk-based audit planning.
- Exceptional oral and written communication skills, including report writing and audio/visual presentations are essential.
- Must be proficient in Microsoft Office Suites.
- Supervisory experience required.
- Must possess and maintain a valid driver's license.

All employees are responsible for performing his/her job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

### Other Important Information:

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: [jobs@metrarr.com](mailto:jobs@metrarr.com)

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.