

DIRECTOR OF INTERNAL AUDIT

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POSITION SUMMARY:

The Chief Financial Officer (DFO), under the authority of the Bishop, is responsible for the overall financial management of the Diocese of Arlington and, in conjunction with appropriate governing boards, the financial management of the Diocese's associated affiliates.

The Director of Internal Audit provides assurance and consulting services to the diocese and affiliates. To lead the department in providing assurance services, the Director plans and conducts risk-based operational/compliance audits of the internal controls of Diocesan administrative and program activities, diocesan parishes, schools and affiliates. The purpose is to ensure that financial reporting is reliable, that internal controls are consistent with diocesan guidelines, that the risk of defalcations or inappropriate use of parish funds is minimized, and the proper stewardship of, and accounting for assets and funds of the diocese and its affiliates.

The understanding of risks and issues that is gained from regular interaction with constituents and ongoing risk assessment make Internal Audit an effective provider of consulting services. To fulfill this role, this position advises and trains parishes and affiliates in maintaining sound financial and management operations. The Director also coordinates Chancery resources teams to support this objective.

The Director is under the administrative supervision of the Office of the DFO and can be dismissed only after consultation with the Diocesan Audit Committee and with the Bishop's authorization.

PRINCIPAL DUTIES:

- Using enterprise-wide, risk-based analyses, develops an annual audit plan based on identifying audits of parishes, schools, Chancery, and diocesan affiliates with planned start and completion dates including expected audit resources (i.e., external accounting firm, outside auditors, or use of full-time audit staff).
- Collaborates with contract auditors to update and further develop internal audit programs used in performing audits of parishes and schools and Chancery operations; reviews and approves audit programs prepared by other auditors engaged to assist in performing audits of diocesan operations and/or affiliates. As requested, reviews audit programs with the Audit Committee to obtain approval.
- Directs on-site audits – prepares and reviews field audit work papers in conformance with diocesan audit programs and internal audit standards and identifies exceptions; conducts exit conferences with auditees; and prepares and reviews draft and final reports that communicate management comments as well as material weaknesses in the internal control. Obtains and considers auditee comments before issuing final reports.

- Performs operational/financial compliance audits of selected Chancery operations and its affiliates. Inquires as to auditee's internal control processes, including (in conjunction with General Counsel) compliance with laws and regulations.
- Evaluates the implementation of post-audit recommendations and corrective action plans to correct deficiencies identified in the audit reports.
- Responds to special requests from the Audit Committee and DFO.
- Participates in Audit Committee meetings; provides reports on significant audit issues and trends; and makes recommendations to reduce risk in diocesan operations and affiliates.
- Works with external auditors to facilitate their financial statement audit.
- Monitors business environment to identify and recommend appropriate levels of organizational transparency and accountability.
- Participates, as requested, in the research and recommendations of tools and/or systems designed to improve administrative/financial management operations in the parishes, schools, and affiliates.
- Serves as liaison and business advisor between the Chancery and parishes and schools to explain Diocesan financial management policies, including accounting, budgeting, and internal controls. Interprets and explains Diocesan policies to pastors/administrators and their staffs, providing expertise in the areas of banking, financial management practices, and tax solutions and accounting issues.
- Participates in periodic conferences/training sessions for pastors, administrators, parish employees and, if requested, finance council members to orient them to their roles and diocesan financial policies and procedures.
- Works with Chancery resources teams, including Office of Development, Office of Planning Construction and Facilities, Office of Protection of Children and Young People, Office of Risk Management, Human Resources/Benefits/Payroll, Accounting and Information Technology to assist parishes. Interacts with other Diocesan Directors to evaluate how the implementation of their proposed programs will affect parish operations.
- Assists with special projects, such as coordination and implementation of a uniform chart of accounts and accounting software in all parishes.
- Reviews selected parish financial reports to evaluate their financial position and recommend appropriate action, if needed.

- Interacts with federal, state and local governmental agencies to help ensure that parishes comply with regulations and receive appropriate tax treatment as a religious not for profit entity.
- Keeps current on diocesan policies and procedures, developments in the accounting and auditing professions, and changes in local, state and federal laws.

QUALIFICATIONS:

- Knowledge/Skills:
 - Ability to plan, direct, conduct, and complete audits effectively and efficiently
 - Proven analytical skills
 - Strong organizational and project management skills
 - Detail orientation
 - Strong written and oral communication skills, including the ability to interact effectively with others, especially in senior pastoral management
 - Knowledge of church and/or school operations
 - Ability to maintain confidentiality
 - Proficiency in Microsoft Office Suite; advanced proficiency in MS Excel
- Education: BS/BA in Accounting required; MBA a plus.
- Licenses: Valid driver's license must be maintained at all times.
- Certifications: CPA and/or certified internal auditor (CIA) strongly preferred.
- Years and Types of Experience: 10 or more years of audit experience with a medium-sized firm or non-profit organization, or 10 or more years progressive experience applying a broad knowledge of best business practices to Chancery and parish operations.