**PLEASE POST**

TO: All PEF Offices

FROM: Human Resources

DATE: October 17, 2019

RE: Vacancy

In accordance with Article 23(A) of the PEF/USW Agreement, please be advised that the following vacancy may be applied for in writing:

- **Position:** Internal Auditor
- **Location:** Executive Offices
  PEF Headquarters - Albany
- **Salary:** $84,752 + (Category 9, Hiring Rate of the PEF/MC salary schedule)
  
  *PEF retains the right to increase the starting salary based on experience.*

Interested members of staff are invited to submit applications in writing to:

Office of Human Resources
Public Employees Federation
1168-70 Troy-Schenectady Road
PO Box 12414
Albany, NY 12212-2414

or by e-mail to HR@PEF.org

Qualifications and job description are attached.

cc: Statewide Officers
    Regional Coordinators
    Trustees
    USW 9265 President
Position Title: Internal Auditor

Department: Executive

Unit/Category: M/C Category 9

Position Summary:
The Internal Auditor shall for administrative purposes report to the President. The Internal Auditor shall be overseen by the President, Secretary-Treasurer and the PEF Trustees. The Internal Auditor shall make reports to the President, Secretary-Treasurer and the PEF Trustees on all of their findings. The Internal Auditor’s assignments shall be as set forth below and special assignments may be made by the President.

The incumbent is expected to perform a full range of professional auditing work, have a thorough knowledge of auditing, accounting and financial systems and procedures, be able to coordinate and collaborate with relevant PEF departments and entities, and to exercise informed, professional judgment consistent with established internal auditing practices, policies and systems related to this position’s responsibilities. Given the nature and level of responsibilities, this position is expected to be largely self-directed, requiring minimal supervision.

Qualifications:
Bachelor’s degree in accounting or related field; five plus years of auditing experience, preferably in a not-for-profit, union or government environment, is strongly desired. A CPA, CIA, or other applicable certification is required. Candidate should: possess sound ethical, administrative and organizational skills; have strong analytical, numeric and reasoning abilities; be skilled and effective at written and verbal communications, including presentations; work well independently and as part of teams; demonstrate commitment to ongoing professional development; establish and maintain effective and collegial working relationships; and have a working knowledge of auditing and accounting systems, personal computers and office software.

Key Functions:
(*Identifies essential function/fundamental job duty.)

1. Responsible and accountable for the overall internal audit program for PEF. The internal audit program shall be primarily the auditing of the divisions and regions of PEF, and shall consist of completing audits of all of the PEF Divisions (presently 222) and all 12 Regions within a three year cycle. *
2. The position will work closely with the Finance Department, Divisions Finance and other departments as may be necessary.*

3. The Internal Auditor shall for administrative purposes report to the President. The Internal Auditor’s work shall be overseen by the President, Secretary-Treasurer and the PEF Trustees, who shall all be apprised of the work and findings via reports and other ongoing communications. The Internal Auditor shall use agreed upon templates and formats that may be required by such supervisors.*

4. Investigate any alleged irregularities, report the findings of such investigations to the President, Secretary-Treasurer and PEF Trustees, determine the cause and develop recommendations for written policies or procedures, if needed, to prevent such irregularities from occurring in the future.*

5. Assist PEF in identifying and managing organizational risk.*

6. Perform any additional auditing or accounting duties as assigned, such as special assignments made by the President which may be based on requests by the PEF Trustees, Secretary-Treasurer or other PEF officials. *

7. Provide quarterly written reports of all investigations and findings to the PEF Secretary-Treasurer (with copies to the PEF President and Trustees) for report to the PEF Executive Board.*

8. Ability to provide legal depositions and testimony.*

9. Ability to meet deadlines on assignments and capacity to meet high level priorities and multiple demands.*

10. Other duties as assigned.

11. Must have the ability and willingness to travel within the State when the need arises.*

12. Consistent and reliable attendance.*

REV. 10/2019