

Senior Internal Auditor REMOTE

Rotech Healthcare

Job Location: Orlando, FL

Full Time/Days

JOB SUMMARY:

Employees will have the option to be fully remote or work at headquarter offices in Orlando, FL

We are looking for a dynamic **Senior Internal Audit (REMOTE)** with strong Internal Audit and/or business processes SOX-404 / ICFR experience. This person will join a new Internal Audit department for a growing, pre-IPO company. This key role will have the ability to get unique SOX implementation / "Year 1 SOX" experience.

This position is REMOTE, can live anywhere in the US. Must have the ability to travel up to 20%. Travel will include visits to company headquarters in Orlando, FL and other US locations for Internal Audits.

RESPONSIBILITIES:

Internal Audit

- Lead in the development of objective and scope for internal audit engagements
- Develop audit programs/procedures and perform them to verify processes are compliant with corporate policies and procedures and/or mitigate potential/relevant risks
- Lead on-site fieldwork audits, executing audit procedures
- Prepare and/or review internal audit work papers (strong "tick-and-tie" documentation skills)
- Identify and document internal audit findings (e.g., issues, risks, non-compliance, etc.) and develop sound corrective actions/recommendations
- Draft internal audit reports for Internal Audit management review
- Communicate/present internal audit results to business stakeholders and management
- Prepare internal audit status reports for Internal Audit management

SOX-404

- Lead in the annual SOX scoping activity and planning of annual SOX-404 activities through coordination with business and IT process owners
- Execute annual SOX activities through execution of process walkthroughs and control testing
 - Support or lead walk-through meetings of processes with control preparers, owners, process owners, etc.
 - Understand key controls and develop or review testing procedures/attributes to verify the effectiveness of key controls to achieve intended objectives, mitigate intended risks, etc.
 - Perform the test of design and effectiveness of key controls and review of test of design and effectiveness work papers
 - Identify and document issues with the design or effectiveness of key controls; assess remediation efforts for identified issues
- Coordination and collaboration with third-party, co-source Internal Audit resources
- Maintain strong business relationships with SOX stakeholders throughout the SOX-404 life cycle
- Prepare SOX-404 status reports for Internal Audit management
- Performs other duties as assigned

QUALIFICATIONS:

Employment is contingent on:

- Background investigation (company-wide)
- Drug screen (*when applicable for the position*)
- Valid driver's license in state of residence with a clean driving record (*when applicable for the position*)

Education and/or Experience:

- Bachelor's degree required in either Finance, Accounting, Information Systems or related field, required
- 2+ years of experience in one of the following: external audit, internal audit, internal controls (SOX), risk management or other auditing experience, required
- Experience with Sarbanes-Oxley Section 404 (SOX-404), preferred

- Experience with performing internal audit engagements (auditing company operations, locations, corporate finance/accounting functions), preferred
- Understanding of IT audit, IPE/Electronic audit evidence and Management Review Controls, preferred
- Experience or knowledge of IT SOX / ITGC, preferred
- Achievement of, or desire to achieve relevant technical and professional certification, preferred (e.g., CPA, CISA, CIA)

SKILLS, KNOWLEDGE AND ABILITIES:

- Ability to effectively communicate in English; both oral and written
- Strong ability to proactively manage assigned tasks in a remote work environment
- Strong attention to detail and the ability to critically analyze calculations, reports, data, etc.
- Project management skills allowing employee to work simultaneously on multiple projects/assignments while providing timely status updates to management
- Maintain confidentiality, discretion and caution when handling sensitive information

FOR MORE INFORMATION/TO APPLY:

<https://careers.rotech.com/careers-home/jobs/17463?lang=en-us>