

## **Director, Audit Services (Full-time) - Chancery Office, Diocese of San Jose**

### **POSITION SUMMARY:**

The position to be filled will require various duties to be performed which may include but are not limited to the following topics: Assists parishes/schools in understanding and complying with civil law, internal controls and Diocesan financial and administrative policies and procedures, through financial, operational and compliance audits. Develops audit procedures to provide customer service to parishes, schools, Diocesan staff and related councils and committees.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Initiate and conduct financial, operational and compliance audits at Diocesan parishes and schools, as assigned by
  - Conduct risk assessment of assigned parish/school based on prior audits and other
  - Determine scope of review in conjunction with supervisor, determining when to use focused-area audits (e.g., cash and payroll only, ).
  - Conduct audit testing and identify reportable issues and dimension of risk based on review of accuracy and completeness of financial records, suitability of internal controls and compliance with Diocesan policies and
  - Communicate findings to CFO and advise CFO if findings indicate an increase in audit scope, escalation memo, or fraud investigation is
  - Prepare audit report of findings and corrective actions, offering alternatives when standard corrective actions aren't
- Perform work to ensure compliance with civil laws and Diocesan financial policies and Do sound analysis and provide conclusions which are adequately supported and provide acceptable alternative solutions when parish/school staffing doesn't allow for strict compliance of internal controls.
- Assume primary role in fraud investigations and work in close alignment with all levels of management through
- Develop and update audit programs and testing procedures to ensure increasingly efficient reviews at all parishes/schools.
- Continuously improve audit process, tools and Emphasize development of technology tools to increase efficiency and analysis of audit data. Evaluate and recommend improvements and automated gathering of data and analysis.
- Prioritize and coordinate audit schedule with Plan and monitor work schedules using project management skills and tools.
- Present audit results to management and identify recommendations to resolve audit
- Assist CFO in evaluating the need for updates to Parish/School Budget and Financial Report
- Be responsible for continuous knowledge development on related government regulations, best practices, audit-related tools, techniques and performance
- Research and provide technical information and analysis in the areas of audit, finance, taxation, and government
- Develop/update financial and administrative policies and procedures with direction and approval of the CFO.

- Provide customer service around controls and proper process to parishes/schools, Finance and Accounting staff and other chancery
- Develop and conduct seminars on audit-related training sessions for pastors, parish/school Business Managers/Accountants/Bookkeepers and Parish Finance Council
- Maintain Ethics Point reporting system access and diocesan functionality. Promote, advocate Ethics Point system to diocesan partners. Lead and direct diocesan response to fiscal malfeasance reports and compliance concerns.
- Assist or lead special projects and other duties as

### **QUALIFICATIONS TO PERFORM THE JOB SUCCESSFULLY:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability or physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- Bachelor's degree in business with a preference for Accounting. CPA, CIA, CFE or other similar certification a
- 5 years public accounting or internal auditing experience, OR equivalent business experience
- Strong analytical, problem solving and prioritization skills required
- Highly developed computer skills in MS Word, Excel, and financial accounting (Quickbooks) Experience with data analytic software preferred.
- Strong verbal and written communications
- Must attend evening or weekend meetings, when
- Must be willing to maintain strict confidentiality handling highly sensitive
- Ability to travel throughout the Diocese of San Jose (Santa Clara County)

**Education and/or Experience:** Bachelor's degree in business with a preference for Accounting. CPA, CIA, CFE or other similar certification a plus.

**Computational Skills:** Experience with small business audits and reviews and knowledge of on-line banking systems and implementation.

**Technical Skills:** Proficient in Microsoft Office, QuickBooks, and knowledge of online banking systems and implementation.

**Certificates, Licenses, Registrations:** CPA preferable.

**Working Conditions:** The employee's office location is at the chancery, but the employee must be willing and able to transport self to parish and school sites as required. He/she must be able to work cooperatively with other members of the staff, with parish personnel and outside vendors and be able to multi-task. Must be able to serve on committees (which occasionally meet in the evenings and on weekends) with all levels of Church hierarchy. Must be able to make public presentations. Travel is sometimes required within the Diocese. Work outside normal working hours also required as necessary to accomplish the job duties.

**Other Requirements:** Must have own transportation/vehicle for use on the job (reimbursable expenses). A practicing Roman Catholic is preferred but the candidate must be comfortable in a Catholic Church environment. Ability to articulate and communicate the vision, mission, and philosophy of the Diocese of San Jose. Ability and willingness to operate within a complex, culturally and economically diverse environment, including a multicultural work force.

**How to Apply:** Please send resume and cover letter to Christina Dickson at: [jobs@dsj.org](mailto:jobs@dsj.org)