LOCAL INITIATIVES SUPPORT CORPORATION
Position Description

POSITION TITLE:        Staff Auditor
REPORTS TO:              Director of Internal Audit
JOB CLASSIFICATION:     Full Time / Exempt
LOCATION:         New York, NY (LISC HQ)/Hybrid or Remote, US

THE ORGANIZATION

What We Do
With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

Strategies We Pursue

- Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.
- Invest in businesses, housing, and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.
- Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.
- Develop leadership and the capacity of partners to advance our work together.
- Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 40 years, LISC and its affiliates have invested approximately $24 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment, and other projects that help to revitalize and stabilize underinvested communities.

Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 38 markets with offices extending from Buffalo to San Francisco and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org

Department Overview:
Internal Audit Department. LISC’s Internal Audit (IA) unit is responsible for providing unbiased, independent reviews of systems, business units, and company processes. The role of IA is to provide the Board of Directors and the senior management team with an objective source of information regarding risks, control environments, operational effectiveness, and compliance with laws and regulations relevant to LISC’s business. The goal of IA is to manage risk, identify weaknesses in current business processes, and devise solutions in order to prevent broader issues. Under the direction of the Audit Committee, IA works with management to systematically review control activities over critical systems and processes, and establish methods to improve efficiency and quality of services.

Job Summary:
The Staff Auditor will be responsible for performing independent and supervised audit work, as assigned, as part of the overall internal audit plan approved by the Audit Committee. This responsibility will include assistance in: 1) gathering information and documenting process workflows; 2) evaluating existing internal control documentation; 3) performing audit testing procedures and providing recommendations; 4) assisting in the preparation of communications and internal audit reports reflecting the results of the work performed.

Other duties may include coordinating audit planning work; reviewing documents and composing summary memos; identifying, developing, and documenting audit issues; and developing recommendations or solutions within organizational and technical context. Audit projects will include financial, operational, compliance, and IT processes. The Staff Auditor is expected to become very familiar with company operational and program business areas, and policies and procedures.

**Job Functions and Responsibilities:**

- Assist VP and Director of IA in performing audits across operational, financial, and programmatic internal audits throughout the phases of planning, fieldwork, reporting, and follow up.
- Design surveys, questionnaires, or other methods to collect and analyze information necessary for audit work.
- Perform audit procedures as necessary to ensure compliance with established internal control procedures, examines records, reports, operating practices, and documentation.
- Coordinate pre-audit activities with auditee and other LISC departments in order to reduce administrative burden and time delays. Coordinate access to internal systems and data necessary to conduct testing.
- Complete audit workpapers for documenting audit tests and findings. Maintain working paper documentation to support the audit procedures performed, and the conclusions reached for assigned projects.
- Conduct data analysis for operational audits performed by IA, such as variance, trend, and ratio analysis to assist in identifying conditions that may warrant further inquiry.
- Document walkthroughs of internal processes, map workflows, and summarize information gathered.
- Communicate audit progress to supervisors on regular basis, and work with IA staff to analyze and resolve audit issues in a timely fashion.
- Research industry trends and best practices as needed.
- Coordinate post-audit follow-up with auditees to ensure implementation of audit report recommendations. Maintain information dashboards and schedules for audit follow-up.
- Create graphics for communicating audit results and assist with preparing audit reports and communicating audit procedures performed and the conclusions reached.
- Participate in the company-wide risk assessment process and formulation of annual audit plan, including the preparation of the detailed risk register and key business process matrix.
- Adhere to LISC standards, and the Institute of Internal Auditors’ Code of Ethics, and Standards for the Professional Practice of Internal Auditing.
Qualifications:

- Bachelor's degree from an accredited college or university required. Degree in Accounting or Finance preferred.
- Minimum 3 years of auditing, accounting, or compliance experience with demonstrable career progression. Non-profit experience preferred.
- A willingness to achieve CIA or CPA certification within a reasonable timeframe.
- Strong attention to detail with a proactive approach to preventing, identifying, and resolving issues.
- Strong written and verbal communication skills, with ability to effectively communicate at all levels of management.
- Excellent data analysis skills and an ability to manage large amounts of data and present results in a clear and concise manner.
- Sense of professionalism, confidentiality, independent judgment, and an exceptional work ethic.
- Ability to make presentations, and design and support training initiatives to staff and management.
- Possess strong organizational skills with ability to multi-task, and prioritize workload.
- Strong ability to work on multiple projects with accuracy and efficiency, while meeting established deadlines.
- Computer skills in MS Office, with advanced skills in Excel.

LISC offers a competitive salary and excellent benefits.

To Apply:
Please send cover letter and resume via email with “Staff Auditor” in the subject line to internalaudit@lisc.org

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY, EQUITY, INCLUSION AND JUSTICE