

Oklahoma Public Employees Retirement System
Internal Auditor (unclassified)

OPERS is accepting applications for Internal Auditor. To apply, submit your resume and an OPERS employment application to:

Oklahoma Public Employees Retirement System
ATTN: Human Resources
5801 N. Broadway Ext., Suite 400
Oklahoma City, Oklahoma 73118

The OPERS employment application is available at the following link:

<http://www.opers.ok.gov/Websites/opers/Images/pdfs/OPERS-employment-app-4-2011.pdf>

All positions at OPERS are located at 5801 N. Broadway Ext., Suite 400, Oklahoma City, OK 73118. Please mail or hand-deliver your application and resume during regular business hours, Monday-Friday, 8:00 a.m. to 5:00 p.m. Applications must be received in this office by the application deadline. Faxed applications are not accepted.

Application Deadline: Friday, March 23, 2012 @ 5:00 p.m.
Job Title: Internal Auditor
Number of Vacancies: 1
Hiring Rate: Commensurate with education and experience

Summary: This position is responsible to the Board of Trustees and the Executive Director for the internal audit requirements of the agency which include two defined benefit plans and two defined contribution plans. This position is responsible for creating, maintaining, and updating all internal audit programs as directed by the Board and for the independent and objective internal audit testing and analysis of results. The Internal Auditor reports all findings to the Audit Committee, the Board of Trustees and Executive Director.

Essential Functions: The essential functions of this position include, but are not limited to, the following:

- In accordance with Board directives, develops a comprehensive internal audit program for the agency that ensures effective controls for safeguarding system assets and ensures compliance with applicable federal, state and agency laws, rules, and guidelines. Develops special procedures when needed to ensure agency procedures are being followed.
- Tests and documents the existence of effective internal controls in the areas of finance, accounting, benefit processing, automated technology systems, investment compliance, and custodial bank reporting, both on a periodic and ad hoc basis.
- Conducts special reviews as directed by the Executive Director or Board of Trustees.
- Reviews the development of new or revised information technology systems and programs to determine adequate testing has been completed and ensure users have been provided an opportunity to review the programs to verify necessary controls are in place.
- Reports written audit findings and recommendations to the Audit Committee, Board of Trustees, and Executive Director. Any issue of major importance may be reported directly to the Board of Trustees, the Audit Committee, and/or the Executive Director.
- Develops recommendations for improving internal audit controls, agency operating efficiency, and the adequacy of agency records, recordkeeping, and proper documentation of agency processes.
- Conducts follow-up reviews of financial, investment, operational, or regulatory compliance deficiencies noted during internal audits.
- Conducts investigations of irregularities discovered by or brought to the attention of the internal auditor or as directed by the Board of Trustees or the Executive Director.
- Investigates any appearance or allegation of fraud, embezzlement, and/or defalcations within the agency.
- Assists the Audit Committee in fulfilling its duties and attends all Board and Committee meetings.
- Provides management personnel with information and data to evaluate, improve, and control the operations for which they are responsible and provides the Executive Director with periodic reports on agency issues.
- Assists the external auditor in providing data and information to complete the annual external audit.
- Prepares and submits required reports to the State Auditor and Inspector's Office as found in 74 O.S. § 229.
- Performs other auditing duties as required or requested.

Knowledge, Skills & Abilities

- Knowledge of generally accepted auditing standards, generally accepted accounting principles, government accounting principles, financial statements and reports, accounting ledgers and journals, and information technology related to accounting systems and benefit processing.
- Ability to review and analyze financial records, financial reports and statements.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships.

Education and Experience

- Bachelor's or Master's degree in accounting, finance, business, public administration or a related degree with an emphasis in accounting.
- Must be currently licensed as a Certified Public Accountant or a Certified Internal Auditor.
- Five year's experience in public accounting, internal auditing, or compliance auditing is desired.
- Investment accounting and financial reporting experience within a large, nontaxable institutional investment environment is desirable.