



Job Code: 6748

Grade: 22

HCWR: N

Job Title

Senior Internal Auditor

Department

Internal Audit

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

Reports to the Director of Internal Audit, performs financial, operational, and compliance audits for Cook County Health & Hospitals System (CCHHS) reviewing internal practices to ensure compliance with state, local, and federal regulations. Uses a systematic methodology to monitor and analyze system business procedures and activities identifying inefficiencies and discrepancies in organizational processes.

Typical Duties

- Performs high level and complex financial, operational, and compliance audits throughout CCHHS in an effective, timely, and quality manner
- Develops audit plans, guidelines, and objectives to perform tests of controls, data analysis, and account balances in accordance with local, state, and federal laws and ordinances
- Schedules audit review with department
- Works with management to understand essential functions and/or processes of department operations
- Uses a systematic methodology to monitor and analyze business procedures and activities
- Assesses the degree of risk associated with accounts and/or transactions and recommends updates for increasing efficiencies while ensuring adequate coverage of risks
- Identifies concerns and/or discrepancies in organizational processes
- Documents findings in detail and drafts memos and/or reports to conclude audit review
- Submits final reports ensuring findings are accurate and detailed in accordance to CCHHS policies and standards
- Assists in the advancement of risk assessment and audit planning processes to ensure audit objectives and testing methods are designed to garner desired audit results
- Makes recommendations to audit manuals and procedure to minimize security risks and ensure compliance with generally accepted accounting principles and auditing standards
- Evaluates training needs based on audit results and works with management to develop and implement training programs; maintains training records
- Works with leadership staff throughout CCHHS to create enhanced audit controls to diminish and/or prevent continued process inefficiencies
- Attends meetings and responds to inquiries regarding audit planning processes and reported findings
- Researches trends and development in applying internal auditing principles and practices supporting continuous monitoring of data assurance, controls, and risk
- Performs other duties as assigned



Minimum Qualifications

- Bachelor's Degree in Accounting, Business, or Finance
- Seven (7) years of full-time internal auditing work experience
- Knowledge of (1) Institute of Internal Auditors Professional Practice Framework and (2) Committee of Sponsoring Organizations (COSO)
- Proficiency using Microsoft Office (Word, Outlook, PowerPoint)

Preferred Qualifications

- Three (3) years of internal audit experience in the following areas: healthcare, health insurance, life science or academic research organization
- Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), or Certified Information System's Auditor (CISA)
- Knowledge of Control Objectives for Information and Related Technology (COBIT)

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of federal, state, and local laws, ordinances, and regulations relating to financial operations, records and auditing implementation
- Knowledge of internal control concepts and implementation
- Knowledge using Microsoft Office (Word, Outlook, PowerPoint)
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Excellent program development, management and leadership skills
- Strong interpersonal skills
- Demonstrates good computer and typing skills
- Demonstrate good phone and email etiquette skills with strong response times
- Demonstrate analytical and organizational, problem-solving, critical thinking and conflict management/resolution skills
- Demonstrate attention to detail, accuracy and precision
- Ability to prioritize, plan and organize projects and tasks
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to maintain a professional demeanor and composure when challenged
- Ability to perform accurate and reliable mathematical calculations
- Ability to see and hear clearly (including with correction)
- Ability to meet department and divisional productivity thresholds

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.



The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.