

**TBI Airport Management, Inc.
Hollywood Burbank Airport**

Job Description

Internal Auditor

Reports to: Deputy Executive Director, Finance and Administration

Status: Exempt

Salary Range (based on qualifications and experience): \$100,000 - \$120,000

Schedule: 9/80 Work Schedule

General Description:

Under the supervision and direction of the Deputy Executive Director of Finance and Administration, leads projects conducting a variety of internal, performance, and compliance audits in accordance with Generally Accepted Government Auditing Standards for solution-based recommendations and action plans to improve airport operations. Additionally, the Internal Auditor is responsible for monitoring the efficiency and efficacy of current and any new internal controls implemented across multiple airport departments.

Essential Job Functions:

Typical Tasks

- Conduct risk assessments of assigned departments or functional areas in established/required timeline.
- Establish risk-based audit programs in accordance with Generally Accepted Government Auditing Standards.
- Determine scope of reviews/audits in conjunction with the assigned department directors and executive management.
- Review and monitor the suitability of internal control design and test for the efficacy of internal control implementation.
- Conduct audit testing of specified areas and identify reportable issues and dimensions of risk to senior management and the respective departments.
- Design and perform regular compliance audits of tenants, concessionaires, parking revenue etc. and other self-reported activity, and determine proper reporting of activity in accordance with executed contracts and agreements.
- Conduct physical inventory and fixed asset audits and monitor significant additions and retirements of fixed assets throughout the year.
- Review current workflow processes, perform gap analyses, and provide recommendations for efficiency improvements.
- Assist departments with various projects, as assigned, including interviewing staff to document and flowchart workflow processes.
- Assist executive and/or senior management with new strategic initiatives as they relate to identified risks.
- Provide briefings to senior and executive management and draft a comprehensive audit report with recommendations, if any.
- Monitor and follow-up with respective departments on progress of implementing audit

- recommendations.
- Provide additional assistance and coordination to departments, as needed, with external audits.

Minimum Qualifications:

Employment Standards

- Bachelor's degree from an accredited college or university in Accounting, Finance or Business Administration; *AND*
- Five plus years of full-time, paid relevant accounting experience with governmental agencies *and/or* paid professional experience in internal/compliance/performance audits or risk management advisory services.
- Public Accounting and/or Governmental Internal Auditing experience a *plus*.
- Airport and/or transportation industry experience a *plus*.
- Information technology auditing experience and/or Certified Information Systems Auditor (CISA) a *plus*.

License and Special Requirements:

- Possession of a valid California Driver's license.
- Obtain and maintain security clearance as required by role and TSA regulations.
- Certified Public Accountant (CPA) *and/or* Certified Internal Auditor (CIA).

Supplemental Information:

Knowledge of:

- Generally Accepted Government Auditing Standards, especially regarding complex programs, operations, and policies.
- Generally accepted internal control frameworks such as COSO.
- Applying risk-based solutions to complex financial and operational airport processes.

Demonstrates:

- Strong analytical skills and demonstrated ability to perform research that involves interpretation and analysis.
- Strong knowledge of Microsoft Excel, Word, and PowerPoint.
- Ability to interpret and apply applicable federal, state, and local laws, codes, and regulations.
- Organizational skills and ability to prioritize work efficiently to meet schedules and deadlines.
- Strong written and verbal communication skills.
- Ability to develop and maintain cooperative, effective working relationships with others.
- High level of attention to detail.
- Ability to work independently, as well as part of a team, and effectively communicate progress to senior and executive management.
- Ability to work in a fast-paced environment with tight deadlines.

Interested applicants may apply by clicking the link below and completing the online assessments:

<https://www.ondemandassessment.com/link/index/JB-TXKUK49AQ?source=HB-Website&u=137146>