



STATE OF SOUTH CAROLINA
**State Housing Finance &
 Development Authority**

300-C Outlet Pointe Blvd.
 Columbia, SC 29210

**INVITES APPLICATIONS FOR THE POSITION OF:
 Internal Audit Director**

An Equal Opportunity Employer

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OPENING DATE: 10/02/20

CLOSING DATE: 10/16/20 05:00 PM

JOB TITLE: Internal Audit Director

CLASS CODE: AD18 - Audits Manager II

POSITION NUMBER: 60026968

SLOT NUMBER:

STATE SALARY RANGE:

\$60,344.00 - \$111,646.00 Annually

AGENCY HIRING RANGE - MIN: \$70,000

AGENCY HIRING RANGE - MAX: \$100,000

LOCATION: Lexington County, South Carolina

JOB TYPE: FTE - Full-Time

NORMAL WORK SCHEDULE: Monday - Friday (8:30 - 5:00)

RESIDENCY REQUIREMENT:

RESIDENCY REQUIREMENT SPECIFICS (IF ANY):

AGENCY SPECIFIC APPLICATION PROCEDURES:

All applicants must submit a completed online employment application and supplemental questionnaire. Resumes will not be accepted in lieu of the required application and

supplemental questionnaire. Postings close at 5:00 p.m. EST on the day listed in the announcement.

JOB RESPONSIBILITIES:

The SC State Housing Finance and Development Authority (SC Housing) helps families across the state obtain affordable, safe housing. Our staff is passionate about creating solutions that truly make a difference in the lives of South Carolinians! We are seeking an experienced auditor to join and direct our Internal Audit Division!

Our Internal Audit Division serves to provide an independent, objective assurance that our agency is operating within the bounds of applicable laws and regulations. Internal Audit helps SC Housing accomplish its mission of creating affordable housing opportunities for South Carolinians by bringing a systematic, disciplined approach to evaluating and improving its risk management, control, and governance processes.

In this position, you will work under the direct, minimal supervision of the Executive Director and the direction of the Board of Commissioners. The Internal Audit Director leads and organizes all the internal audit functions of the agency. In this role, you will perform a variety of complex duties, including but not limited to:

- Serving as the point of contact for any outsourcing audit procedures.
- Planning, coordinating, and managing internal audits and investigations and evaluations of the administrative, financial, and operational activities of the agency.
- Developing a strategy for conducting risk assessments over all areas of SC Housing.
- Ensuring the review of existing controls, recommending improvements and cost-effective enhancements.
- Providing professional and timely advice to the Executive Director, Board of Commissioners, and management to develop and implement governance, risk and compliance strategies that aligns with the agency's business needs.
- Providing comprehensive technical expertise to audit projects, programs, and systems of SC Housing's divisions taking into account the people (e.g. customers, suppliers, employees), resources and technologies involved.
- Offering assurance that SC Housing has effective controls, both operationally and as part of the strategic planning process of the agency.
- Compiling and translating statutes, policies, procedure manuals, and the strategic needs of the agency into a governance model that will meet the agency's goals.
- Working closely with the HR and Legal teams to ensure high ethical standards are maintained in the agency as part of the public trust.
- Reviewing all external audit reports and SC Housing's responses to these reports.
- Attending all entrance and exit conferences held by external auditors to include Financial Audit, Legislative Audit Council, HUD Audits, Homeownership, Contract Administration and any others.

MINIMUM AND ADDITIONAL REQUIREMENTS:

Agency Minimum Qualifications*:

A bachelor's degree in accounting, business administration, finance, or other related field of study and seven (7) years of professional level auditing or related experience.

**An equivalent combination of education and experience may be substituted to meet the agency minimum requirements. (i.e. 1 year of education = 1 year of related experience)*

Additional Requirements:

Experience applying the Institute of Internal Auditors (IIA) standards to internal audits, specifically pertaining to Fund Accounting. Experience performing operational, compliance, and financial audits. Must have general knowledge of the principles, theories and practices of risk management and internal auditing. Must have strong written and verbal skills with the analytical skills necessary to understand complex federal and state regulations. The ability to understand and summarize requirements of complex governmental regulations. Ability to interpret Internal Audit policies, procedures, and processes that deal with auditing protocols and methodology to complete engagement activities.

Ability to exercise discretion and independent judgment on matters significant to the agency. Must be detail oriented and analytical with the ability to independently organize multiple tasks and set priorities. Ability to work within strict deadlines.

Must be able to lift and carry files, books, and reports weighing up to 20 lbs. Must be able to perform filing, desk work, and operate general office equipment. Must be able to sit or stand for prolonged or intermittent periods of time while sharing, gathering, or presenting information to other staff members or external parties. Employee must be able to perform these tasks with or without reasonable accommodations. SC Housing is committed to a diverse workforce and does not discriminate on the basis of race, color, religion, national origin, sex, including pregnancy & childbirth (or related medical conditions), age, or disability.

PREFERRED QUALIFICATIONS:

- Master's degree in accounting, business administration, finance, or other related field of study.
- Extensive knowledge of generally accepted accounting principles and generally accepted governmental auditing standards, specifically pertaining to Fund Accounting.
- Experience with project management.
- Progressive experience in the auditing of federally funded programs.
- Obtainment or progress toward any of the following: Certified Internal Auditor (CIA), Certified Public Accountant (CPA), and/or Certified Government Financial Manager (CGFM).
- Experience with financial or audit operations.

ADDITIONAL COMMENTS:

Benefits Offered

SC Housing offers an exceptional benefits package for FTE positions that includes:

- Health, dental, vision, long term disability, and life insurance for employee, spouse, and children
- 15 days annual (vacation) leave per year
- 15 days sick leave per year
- 13 paid holidays
- State Retirement Plan and Deferred Compensation Programs

Location

The Palmetto State offers something for everyone. Located in the Midlands, Columbia is both the state capital and South Carolina's second-largest city. It is just a short commute to the state's beautiful beaches and gorgeous mountains. Sunny summers and mild winters allow residents to experience the outdoors year-round, a plus considering that Lake Murray is just minutes away. Great universities and colleges, minimal commute times and friendly people make South Carolina the ideal place to build your future.

careers.sc.gov

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Job #21-010
INTERNAL AUDIT DIRECTOR
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Internal Audit Director Supplemental Questionnaire

- * 1. Do you meet the minimum requirements for this position: A Bachelor's degree in accounting, business administration, finance, or other related field of study and seven (7) years of professional level auditing or related experience?
- Yes No
2. If you answered "Yes" to question # 1, please briefly list (Typed answer required): * Type of degree, *Number of years of related experience, *Position Titles.
3. If you answered "No" to question # 1 but feel you meet the minimum requirements through equivalency, (i.e. 1 year education = 1 year related experience), please briefly list below (Typed answer required): *Type of Degree, *Number of years of related experience, *Position Titles.
- * 4. What is your highest level of education?
- High School Diploma or GED
 Associate's Degree

- Bachelor's Degree
 - Master's Degree or Higher
- * 5. How many years of professional level auditing or related experience do you have?
- No experience
 - Less than 5 years
 - 5-6 years
 - 7-8 years
 - 9-10 years
 - 11 or more years
6. Describe your auditing or related experience. Please be sure to differentiate between your internal audit and other audit experience.
- * 7. Check all that apply:
- Certified Internal Auditor (CIA)
 - Certified Public Accountant (CPA)
 - Certified Governmental Financial Manager (CGFM)
 - Other
 - None of the Above
8. If you chose "other" to the question above, please list the certification(s) here.
- * 9. Have you ever prepared or worked on an indirect cost rate proposal or on a cost allocation plan?
- Yes No
10. If you answered "yes" to the above question, please briefly describe your experience preparing or working on an indirect cost rate proposal or on a cost allocation plan.
- * 11. Do you have progressive experience in the auditing of federally funded programs?
- Yes No
12. If you answered "yes" to the question above, please briefly describe this experience.
- * 13. What is the minimum salary you are willing to accept? (Please keep in mind that this amount cannot exceed the maximum of the pay band, as listed on the posting.)

* 14. How did you hear about this position?

- SC State Jobs Website - careers.sc.gov
- Indeed.com
- LinkedIn
- A current employee
- A former employee
- Other (please specify below)

15. If you answered "other" to the question above, please specify where you heard about this position.

* Required Question