

**ARCHDIOCESE OF GALVESTON-HOUSTON
INTERNAL AUDIT DEPARTMENT
INTERNAL AUDITOR I**

SUMMARY:

The Archdiocese of Galveston-Houston is accepting applications for the position of Internal Auditor I. The candidate will be expected to perform financial and operational audits throughout the Archdiocese and contribute to efforts that lead to the efficient and high-quality preparation of audit work papers and audit reports. This candidate will work under the direct supervision of a Senior Auditor who reviews work products for accuracy and completeness. The Internal Auditor I, in the Internal Audit Department of the Archdiocese of Galveston-Houston is expected to carry out the following job duties in a professional and confidential manner:

- Perform financial and operational audits and special projects for the Archdiocese working under the supervision of a Senior Auditor or the Director
- Research pertinent rules or regulations, which may affect portions of the audit. Ensure assignments are conducted in conformity with standards promulgated by the Institute of Internal Auditors and departmental standards
- Prepare clear, concise audit findings noting any deficiencies or opportunities for improvement based on work performed
- Answer review notes in a timely manner
- Compile and edit materials essential to the production of an effective and comprehensive audit report within the time allotted
- Perform other duties as assigned

EDUCATION/EXPERIENCE:

The successful candidate will possess and/or demonstrate:

- A Bachelor's degree in accounting
- Working knowledge of Generally Accepted Accounting Principles (GAAP)
- Familiarity with Generally Accepted Auditing Standards (GAAS) and Institute of Internal Auditors Standards
- Proficiency in Microsoft Office, including Word and Excel
- Strong analytical, written, and oral communication skills, with attention to detail
- Strong professional and interpersonal skills
- Ability to travel within the Archdiocese of Galveston-Houston

We require that all applicants have a valid Texas driver's license and that they maintain a safe driving record.

Please submit your cover, resume, and minimum salary requirement* to resume@archgh.org and reference Internal Auditor I in the subject line.

*Applicants who do not include minimum salary requirement may not receive further consideration.