

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

SUMMARY:

The Archdiocese of Galveston-Houston seeks qualified candidates for the position of Staff Internal Auditor I who 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 workpapers and audit reports. The Staff Internal Auditor I is under the Direction of the Internal Audit Director and will work under the supervision of a Senior Auditor who reviews work products for accuracy and completeness. The Staff Internal Auditor I, 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 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

This position requires that the Staff Internal Auditor I travel within the Archdiocese of Galveston-Houston to county boundaries thus applicants must have a valid Texas driver's license and a safe driving record.

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

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