

Classification Title: Principal Auditor I**Grade:** 28**Requisition No.:** 6384**Organization:** Business Assurance &
Compliance**Location:** Oak Ridge, TN**Number of Positions:** 1**Project Assignment:** ETTP**Posting Date:** 11/03/2014**Closing Date:** 11/10/2014**Working Title:** Internal Audit Manager

Duties: Under direction from the Board of Managers and/or the Risk, Finance and Audit Committee, the Internal Audit Manager has responsibility for managing the internal audit program for UCOR. Internal Audit is an independent appraisal function that reviews and evaluates site-wide activities and provides analyses, appraisals, counsel, recommendations, and information concerning site-wide activities reviewed.

- Responsible for planning, developing, and implementing procedures and systems to be used in internal auditing throughout the project and for ensuring those procedures and systems comply with the auditing standards.
- Directs the performance of full scope financial, compliance, and economy and efficiency audits in accordance with contract provisions and professional auditing standards.
- Directs the performance of subcontract audit activities, which might include determining whether costs proposed or incurred are accurate, properly supported, allowable and allocable and reasonable in accordance with procurement regulations and subcontracts terms.
- Develops and implements an annual risk-based audit planning process based on significant exposure to loss, failure, fraud, waste, and/or abuse, and submits that plan for review and approval.
- Maintains a professional audit staff with sufficient knowledge, skills, and experience to achieve the Internal Audit mission and comply with professional audit standards.
- Train, mentor, develop and motivate internal audit team members.
- Evaluates and assesses significant merging/consolidating functions and new or changing services, processes, operations, and control processes coincident with their development, implementation, and/or expansion.
- Prepares briefings and presentations to executive management, the Risk, Finance and Audit Committee and the Board of Managers on the status and results of work performed and emerging risks and challenges.
- Receive and deliver candid feedback on individual and project performance.
- Coordinates internal auditing effort with external auditors (Office of Inspector General, Defense Contract Audit Agency, independent public accountants) in order to provide adequate coverage without duplication of effort.
- Assists in the investigation of significant suspected fraudulent activities within the organization and notify management and responsible parties of results.
- Perform risk assessments and assist management in developing viable process and control improvements; recommend revisions to audit policies, procedures and programs.
- Plan, scope and budget multiple complex projects within an assigned portfolio.
- Manage assigned projects and establish timelines and deliverables.
- Develop, maintain and leverage strong business relationships with management in order to identify new projects and continuously develop existing audit plans.
- Lead meetings and effectively interact with and influence executive business leaders to create positive change that mitigates risk and improves performance.
- Maintain current knowledge of standards and industry issues that may apply to the operating environment.
- May be assigned to a position in support of the site Emergency Operations Center (EOC) or Joint Information Center (JIC).

Job-Related Education and Qualifications Required

- Bachelor's degree in accounting, finance or business administration or demonstrated equivalent combination of education and experience.
- Master's degree in accounting or business administration strongly preferred.
- Must be a Certified Public Accountant or Certified Internal Auditor. Other professional designations such as CISA or CFE strongly preferred:
- A minimum of ten years (10) years of related audit or finance experience with increasing levels of responsibility; with five (5) of those years in a management role within audit.
- Excellent written and verbal communication skills
- Strong organizational and leadership skills
- Willingness to travel on a limited basis
- Basic working knowledge of Microsoft Word, Excel, PowerPoint, and Outlook
- Ability to obtain a DOE L or Q Security Clearance.

Relocation: Yes

Assignment Ends: 7/31/2016

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NOTE: Candidates eligible for 3161 status must so indicate on their résumé or cover sheet and provide a copy of their 3161 Preference-In-Hiring Eligibility form with each résumé. Section 3161 of the National Defense Authorization Act requires UCOR to give preference-in-hiring to qualified 3161 eligible displaced Department of Energy (DOE) contractor employees before other external hiring on DOE-funded work takes place.

Contact

Only web applications are going to be considered.

For **external** applicants (i.e. non-employees): go to the UCOR Employment external web site:
<http://www.ucor.com/employment.html> to submit your cover letter and résumé for a job posting.

For **UCOR employees**, go to the UCOR internal web site: <http://intranet.ettp.gov> and click on "J" for Job Postings.

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