position

 Staff Internal Auditor

division/department

Legal Risk Management/Internal Audit

nature of position

Under the direction of the Sr. Internal Auditor, this position assures that the Colorado Housing and Finance Authority (CHFA) has a strong system of internal controls, is in compliance with corporate policies, laws and regulations for all CHFA divisions, and provides effective and efficient risk management.

essential functions

Operations (80%)

This position will:

* Individually or as a member of a team; plan and perform operational, compliance, financial, technical, and IT audits
* Perform engagements which may be either assurance and/or risk advisory in nature, and vary in size and complexity
* Inspect operational, technical, and financial information to ensure processes are functioning as effectively and efficiently as possible
* Prepare audit work papers that demonstrate performance through narratives, spreadsheets, flowcharts, etc.
* Compile audit findings and recommend revisions to procedures and internal control structures, as needed
* Identify the root cause of deficient conditions and provide constructive, economical, and practical recommendations for findings included in the audit reports
* Prepare final audit reports identifying strengths, weaknesses, findings, and agreed upon management action plans
* Perform follow-up of audits to ascertain implementation of management action plans
* Participate on large scale projects as a representative for the Internal Audit department to give advice on the design of internal controls, effectiveness and efficiency, and impacts on the Authority
* Provide input into the annual risk based audit plan, schedule, and budget for the Internal Audit Department
* Limited travel required (less than 5%)

Leadership (15%)

# Assist the department in the development of long-range internal audit goals, objectives, and priorities

* Indirectly guide, influence, and collaborate with associates who provide support to internal audit goals and objectives
* Work with other divisions on development and implementation of process improvements
* Interact with internal and external clients to ensure continuous customer satisfaction

Other (5%)

* Participate and contribute in all activities and/or projects that directly support CHFA in fulfilling its mission and achieving its vision through dedication to the community in which CHFA serves, operational excellence, and fiscal responsibility
* Solid understanding of laws and regulations to ensure proper compliance and oversight on business processes
* Other duties as assigned

knowledge, skills, and ability

**Must possess:**

* Strong Internal Audit skills and knowledge of Institute of Internal Audits International Professional Practices Framework (IPPF)®
* Ability to learn CHFA programs/compliance, which can be obtained on the job through reference materials, interviews with staff and access to regulatory guidance
* Familiarity with generally accepted auditing standards
* Proven analytical ability as it may relate to flow charts, system design, risk analysis, process analysis and improvement
* Strong interpersonal and organizational skills
* Effective leadership and ethical decision-making skills
* Knowledge of information technology systems, including spreadsheets and database programs
* Ability to communicate, both orally and in writing, in an effective and diplomatic manner
* Strong customer service skills
* IT technical skills a plus
* Abilities that reflect our values, including:
	+ Ability to continuously improve and develop knowledge and skills, while adapting quickly to changing circumstances and processes
	+ Ability to work towards inclusion in all activities, and decisions through the solicitation and appreciation of diverse perspectives
	+ Ability to exercise personal accountability in all activities and decisions
	+ Ability to embrace a culture of operational excellence to ensure processes are continually evaluated and improved as necessary
	+ Ability to operate with a sense of integrity
	+ Ability to have fun with a demonstrated sense of humor
	+ Ability to generate innovative ideas and make innovation happen through effective teamwork

experience/education

Bachelor's Degree in Accounting, Finance, Public Policy or business-related field is preferred with 2+ years of experience in internal auditing, public accounting, financial institution audit/examination, or in a corporate or governmental audit environment. Must be a CIA or CIA eligible; CPA, CFE, CISA or CISSP certifications also accepted.

equipment used

Telephone; personal computer; photocopier/scanner, MS Office [Outlook, Word, Excel, PowerPoint and Visio].

physical environment

The incumbent in this position will perform the essential functions of the position primarily in an office environment, which requires sitting or standing at a desk for the majority of the day.

validation statement

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform.

how to apply

Internal candidates: Please email your resume along with an internal job application to kvencill@chfainfo.com

External candidates: Please submit your resume, cover letter, and application through our external website [www.chafinfo.com/careers](http://www.chafinfo.com/careers)

***With respect to its programs, services, activities, and employment practices, Colorado Housing and Finance Authority does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or any other protected classification under federal, state, or local law. Requests for reasonable accommodation, the provision of auxiliary aids, or any complaints alleging violation of this nondiscrimination policy should be directed to the Nondiscrimination Coordinator, 1.800.877.2432, TDD/TTY 303.297.7305, CHFA 1981 Blake Street, Denver CO 80202-1272, available weekdays 8:00 a.m. to 5:00 p.m.***