

Internal Auditor



ABOUT WSIB:

The Washington State Investment Board (WSIB) is a dedicated global investment management organization with over \$125 billion in assets under management. WSIB's globally diversified portfolios are comprised of more than 15,000 securities across 84 countries on 6 continents and in 46 currencies. The WSIB's central mandate is to maximize return at a prudent level of risk.

WHY WORK AT WSIB?

The WSIB is a respected institutional investor and thought leader in its industry. A solid reputation and large scale offer the opportunity to invest in the world's leading investors on behalf of more than 500,000 public employee beneficiaries.

We are located in Olympia, on the southernmost tip of Puget Sound. Olympians enjoy a quality of life enhanced by natural beauty and a mild year-round climate that promotes outdoor activities such as skiing, sailing, fishing, hiking, kayaking, and mountain climbing. Its close proximity to Seattle provides a variety of cultural and culinary experiences, while its residents enjoy a lower cost of living. Within a two-hour drive from Olympia are the Pacific Ocean, the Cascade and Olympic Mountains, and Seattle.

POSITION: Internal Auditor (Financial Examiner 4)
SALARY: \$72,456 - \$97,392
LOCATION: Olympia, Washington
OPENS: August 22, 2018
CLOSES: Open until position is filled

Reporting to the Audit Director, this position independently assesses the Washington State Investment Board's (WSIB) practices and controls in relationship to policies, procedures, regulations, laws, and adopted standards. This position supports the WSIB's mission to invest with integrity, prudence, and skill to meet or exceed the financial objectives of those we serve by providing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, governance, and control processes at the WSIB.

PRINCIPAL RESPONSIBILITIES:

Independently conducts comprehensive audits, analysis, and assignments with limited direction, utilizing expert knowledge of internal audit practices and procedures. Performs audits and consulting engagements from the planning to the reporting stages.

Plans and conducts audit work to examine current practices of WSIB work units against adopted standards, applicable laws, rules, policies, and best practices. Develops efficient and effective engagement procedures. Works collaboratively with agency staff to understand programs and operations to assist in providing viable options to enhance existing practices. Analyzes and evaluates complex and technical financial data, information systems, and legal compliance matters.

Consults with management to discuss deficiencies and corrective action. Proposes strategies for reducing risk and strengthening controls, and recommends changes which will improve accountability over public assets, financial records, systems procedures and controls, or which will bring WSIB into legal compliance.

Prepares reports with results of audit engagements. Ensures conclusions are supported and appropriate audit standards are met. Communicates sensitive audit results and information to applicable parties.

Tracks audit recommendations and implementation of corrective action, including those received from external parties. Evaluates action taken to determine if the corrective action has been fully implemented, addresses the recommendation, and is adequate.

Performs advanced specialized analysis of internal control and governance structures of various custodial agents, servicing agents, and money managers by reviewing operations, conducting on-site visits, and assessing compliance with contractual requirements and/or industry standards.

Presents audit results and other audit-related materials to the WSIB's Audit Committee, quarterly, in an open public meeting.

Assists the Audit Director in the development of the annual audit plan.

Participates as a liaison for external audit services, as assigned. Participates in periodic



WSIB OFFERS:

- Opportunities for professional development, training, growth and advancement.
- Tuition reimbursement.
- A comprehensive benefits package including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; and 11 paid holidays per year.
- Membership in the Public Employees' Retirement System.
- Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

SPECIAL NOTE:

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining applicant's suitability and competence to perform in the position.

The Washington State Investment Board is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Mary Hougan, Human Resources Consultant at (360) 956-4716 or via email to hr@sib.wa.gov.

status meetings, reviews progress reports, and examines work product. Facilitates discussions between external auditors and WSIB staff, as needed, regarding potential audit concerns, gathering additional information, and resolution.

DESIRED QUALIFICATIONS:

- Bachelor's degree in accounting, business administration, finance, or related field.
- 12 semester or 20 quarter hours of accounting, finance, or economics.
- Five years of professional level auditing or accounting experience.
- Experience auditing a large pension fund, investment manager, or financial institution.
- Knowledge of internal auditing standards.
- Strong communication, writing, analytical, and research skills.
- Washington State Certification as a Public Accountant, Internal Auditor, or Financial Examiner.

COMPETENCIES:

Accountability - Accept personal responsibility for the quality and timeliness of work. Can be relied upon to achieve excellent results with little need for oversight.

Analysis - Use data and information in a clear and rational thought process to assess and understand issues, evaluate options, form accurate conclusions, and make decisions.

Influencing for Voluntary Compliance - Effectively persuade others to voluntarily accept recommendations or advice for the purpose of bringing them into compliance with regulations or policy.

Integrity - Is honest and ethical.

Research - Effectively identify, collect, organize, and document data and information in ways that make the information most useful for subsequent assessment, analysis, and investigation.

Tact and Diplomacy - Respond to difficult, stressful, or a sensitive interpersonal situation in ways that reduce or minimize potential conflict and maintain good working relationships among internal and external individuals.

Workload Management - Effectively organize multiple assignments, sometimes of a complex nature or involving competing priorities, to produce work products that are accurate, thorough, and on time.

TO APPLY PLEASE VISIT – WWW.CAREERS.WA.GOV

To be considered for this position, please complete the application profile, and submit the following three documents:

- A cover letter specifying why this position is of interest to you and how you meet the qualifications listed above. This letter should be no more than two pages.
- A current chronological resume.
- A list of at least three professional references (current and past supervisors preferred). References will not be contacted without the written consent of the applicant, but must be submitted at the time of application.

Candidate evaluation will be ongoing and the WSIB may make a hiring decision at any time. It will be to the candidate's advantage to submit materials as soon as possible.

CONTACT: Mary Hougan - HR@SIB.WA.GOV