

## **Internal Control Specialist II – Job Description Summary**

Responsible for supporting the manager with the completion of internal audits and various departmental tasks that strengthen the compliance effort. Conducts internal operational audits, special reviews and supports internal fraud investigations as required. Assists with reviewing the organization's policies and procedures to comply with required rules and regulations. Assesses the adequacy and extent of programs designed to safeguard organization assets. Compiles data to support the issuance of reports detailing the findings and providing recommendations for process enhancement.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment