



## INTERNAL AUDIT MANAGER

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<b>DEPARTMENT:</b>	Accounting	<b>REPORTS TO:</b>	Corporate Controller
<b>DIVISION:</b>	Corporate	<b>FLSA STATUS:</b>	Exempt
<b>JOB CODE:</b>	2020	<b>EFFECTIVE DATE:</b>	2/03/2025

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### JOB SUMMARY

Develop and execute an effective global internal audit and controls program through the use of on-site and remote audits. Lead a team that works cross-functionally with other departments while evaluating policy compliance and implementing best practices. Ensure an effective internal control structure to mitigate risk with ownership of control-related activities and providing ongoing support and guidance.

### QUALIFICATIONS

#### Education/Experience

Bachelor of Science degree in accounting or related field, plus five (5) years of progressive experience in internal audit, or equivalent combination of education and experience.

A minimum of one (1) year of prior experience managing an internal audit team and associated audit program, required.

Experience working in a global and multi-cultural organization, a plus.

Experience utilizing OneStream and Infor Visual Manufacturing, a plus.

#### Certification(s)

CPA or CIA, required.

#### Knowledge/Skills/Abilities

**Accounting Skills.** Strong accounting, financial reporting and financial analysis skills. Strong knowledge of US GAAP. In-depth knowledge of internal auditing standards, the COSO framework and risk-assessment practices. Must have an expert understanding of financial misstatement to appropriately assess the design and operating effectiveness of controls.

**Project Management Skills.** Demonstrated knowledge of principals of project management. Excellent planning and relationship building skills. Ability to liaise with middle and upper Pyrotek management in a manner that upholds Pyrotek's values and reflects positively on Accounting/Finance.

**Analytical Skills.** Ability to define problems, collect objective data, establish facts, and draw valid conclusions. Ability to use information/data and various metrics to develop an informed and factual business case. Strong financial analytical capabilities to evaluate and design internal controls for new and changing business models.

**Computer/Applications Skills.** Proficient computer skills, including Microsoft Office Products such as Excel, Word and PowerPoint. Experience using EPM/consolidation software, ERP systems, and business analytics tools. Ability to learn and utilize OneStream and Infor Visual Manufacturing a plus.

**Core People Skills.** Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization and across the globe. Genuine with high ethical standards and values and personal integrity and honesty. Displays humility and adaptability. Ability to apply a large measure of common sense to a variety of situations. Entrepreneurial attitude toward work center excellence.



**Core Business Skills.** Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently, without significant direction and to use resources effectively to “figure it out”. Strong critical thinking skills, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills.

**Leadership Skills.** Build a culture of tolerance, acceptance and civility by setting an example to team members. Ability to effectively manage team projects to completion according to schedule. Ability to provide regular performance feedback and to write annual performance reviews. Ability to foster attitudes, conditions and environments that guide teams toward excellence and a respectful, positive, transparent and collaborative environment. Ability to develop staff skills and encourage growth, and to foster quality focus including improving product development processes and procedures.

**Strategic Change Agent.** Courage to make and encourage others to make difficult decisions. Ability to foster commitment to the shared mission and vision of Pyrotek and actively lead in development/execution of strategic goals and objectives related to assigned responsibility.

**Communication Skills.** Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

**Professional Investment.** Demonstrated commitment to personal professional development and life-long learning. Proactively involved with professional and community organizations that promote professional growth and/or enhance Pyrotek’s ability to meet and/or exceed goals and objectives. Demonstrated passion for developing others.

**Flexibility.** Ability to work outside of normal schedule to support business demands and team needs.

**Travel.** Ability and willingness to travel domestically and internationally up to 25%. Valid US Passport or ability to obtain and maintain.

## **ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

1. Effectively manage and coordinate internal audits, including concurrent audits and projects. Prepare audit reports and communications to executive management.
2. Develop procedures, schedules, priorities and programs for achieving audit objectives and goals.
3. Perform annual risk assessments to highlight key focus areas and ensure prioritization of audits and related activities.
4. Evaluate the adequacy and completeness of internal controls and related documentation, including the identification of key controls.
5. Drive the evaluation, design, and implementation of internal controls for existing, changing, and new business models.
6. Perform critical project management duties in the planning, scheduling, coordinating, reviewing and reporting of the internal audit program.
7. Monitor and communicate changes in professional standards, pronouncements, laws, guidelines and audit requirements. Make formal recommendations regarding company policy.
8. Collaborate with and support the Corporate Accounting and Financial Reporting Teams, as needed.
9. Evaluate processes and procedures for continuous improvement. Provide feedback to improve global accounting, financial reporting, and internal controls.



10. Manage and complete other special projects as directed by the Corporate Controller and/or CFO.
11. Supervise, coach support, train and develop personnel in assigned area; resolve personnel issues, redirecting complex issues to management and HR in a timely manner; directly manage team members, including assigning and reviewing work, evaluating performance/compensation, resolving grievances, administering disciplinary action, interviewing employment candidates, and effectively recommending hires and terminations in a timely manner.
12. Ensure effective communication of goals, objectives and expectations throughout assigned department/team members. Maintain the cooperation and support of team members company-wide through effective interdepartmental communication. Serve as a role model in areas such as professionalism, service orientation, agent of change, education, and commitment to organizational goals and objectives.
13. Foster attitudes, conditions and environments that guide your team toward excellence while acting with integrity and ethics aligned with Pyrotek core values. Create a work environment that helps foster tolerance, acceptance and civility and the ability and desire of team members to act in empowered ways. Actively reward / recognize team members to reinforce accomplishments and positive outcomes.
14. Determine the effectiveness of policies, procedures and projects/plans. Take appropriate corrective measures when necessary. Identify new applications, innovations, quality and/or safety improvements and report findings/results to management. Ensure all activities and operations are performed in compliance with federal/national, state/regional and local regulations.
15. Promote positive team member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance and civility. Respond appropriately to inquiries, concerns and complaints by being professional, courteous and respectful at all times.
16. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
17. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization.
18. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
19. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
20. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
21. Perform other tasks as assigned.



## PHYSICAL/SENSORY REQUIREMENTS

*The following physical activities described here are representative of those required by a team member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.*

While performing the duties of this job, the team member is regularly required to talk, hear, and see. Must be able to sit for long periods-of-time, bend and reach, use stairs, lift up to 25 pounds occasionally, communicate effectively in English by telephone, in person, and in writing, and effectively use a personal computer, office equipment and telephone.

## WORKING ENVIRONMENT

While performing the essential responsibilities of this position, team member generally will work in an office environment, with occasional work in a manufacturing environment that may present exposure to loud noise, moving mechanical parts, and fumes or airborne particles. PPE (Personal Protective Equipment) such as approved footwear and safety glasses/goggles, may be required.

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Team Member's Signature

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Date