

INTERNAL AUDITOR II

DIVISION:	USA	JOB CODE:	2022
LOCATION:	Corporate	JOB FUNCTION:	Accounting & Finance
DEPARTMENT:	Central Accounting	FLSA STATUS:	Exempt
REPORTS TO:	Internal Audit Manager	EFFECTIVE DATE:	01/09/26

JOB SUMMARY

Plan and execute moderately complex financial and operational audits by interviewing process owners, evaluating internal controls and processes, and documenting audit procedures performed. Provide objective consultation and reporting designed to give assurance, add value, and improve company operations. Perform various internal audit functions to ensure effective internal control structures and risk mitigation processes are implemented and/or maintained. Assist with the development and implementation of internal audit programs as needed.

QUALIFICATIONS

Education/Experience

Bachelor of Science degree in accounting or related field plus two (2) years of relevant experience, or equivalent combination of education and experience. Prior experience with Sarbanes-Oxley and AuditBoard and/or TeamMate preferred.

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

Experience utilizing OneStream and Infor Visual Manufacturing, a plus.

Certification(s)

Ability to obtain a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or other relevant certification.

Knowledge/Skills/Abilities

Accounting/Audit Skills. Strong accounting and analytical skills. Ability to assess the design and operating effectiveness of controls. Ability to learn and apply internal auditing standards, COSO framework, and risk-assessment practices. Ability to establish rapport with clients and colleagues. Ability to adapt to changing demands while managing multiple assignments.

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.

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.

Computer/Applications Skills. Proficient MS Office computer skills, including Word, Excel and PowerPoint and Sharepoint. Ability to learn and utilize OneStream and Infor Visual Manufacturing.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Displays willingness to make decisions and 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. Ability to work collaboratively within a matrix environment. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence. Highly organized, detail oriented and self-disciplined.



Professional Investment. Demonstrated commitment to personal professional development and life-long learning.

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 AND RESPONSIBILITIES

1. Plan, develop, and execute moderately complex financial and operational reviews/audits following a systematic, disciplined approach.
2. Conduct thorough interviews with the purpose of understanding and evaluating business processes to assess the adequacy of internal controls.
3. Accurately document audit procedures performed and other required work papers in a clear, concise, and organized manner.
4. Communicate audit findings to key personnel and follow up on management's plan to resolve issues.
5. Draft written audit reports that capture audit procedures and findings in an accurate, concise, and unbiased manners.
6. Operate independently with minimal oversight and support during all phases of the auditing process.
7. Effectively coordinate work with clients/auditees and external auditors, as needed.
8. Assist in conducting risk assessments and developing risk-based audit programs and testing procedures.
9. Continuously evaluate and make recommendations to improve the effectiveness of controls and governance processes.
10. 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.
11. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
12. 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.
13. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
14. Actively support compliance with all relevant ISO management systems by providing or tracking utility and waste management data for KPIs.
15. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
16. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
17. 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.

Must be able to sit for long periods-of-time, bend and reach, use stairs, lift up to 25 pounds occasionally and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

WORKING ENVIRONMENT

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

Team Member's Signature

Date