

## Helen Keller Intl JOB ANNOUNCEMENT

### Internal Auditor - Temporary

*New York, NY preferred;*

*Other locations in the US or countries where Helen Keller has a presence will be considered.*

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

Helen Keller is seeking an Internal Auditor to conduct program compliance and operational audits, lead the follow-up effort for past findings, and review and edit draft audit reports. The Auditor may be assigned to conduct investigations, as needed. Some audits and/or investigations may be conducted remotely, and others may require travel to our country offices so the position could require as much as 20% to 50% international travel.

This is a full-time, benefits eligible temporary assignment with an expected duration of three to six months.

### Background

Helen Keller's internal audit unit brings a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. It is an internal resource that provides independent, objective assurance and consulting to our many offices around the world with the goal of continuous improvement of Helen Keller's operations in support of our mission. The function provides objective assurance on the effectiveness of Helen Keller's risk management framework. It is meant to be preventative and proactive in nature with a strong training component that emphasizes personal responsibility at all levels. In order to provide independence, the unit is accountable to the Audit Committee of the Board of Trustees.

### Functional Relationships

The Internal Auditor is a member of the global internal audit team. The position reports to the Director, Internal Audit based out of Helen Keller's New York office who will direct the day-to-day duties of the Auditor.

In the course of performing his/her duties, the Internal Auditor will work with staff at all levels of the organization and may be directed to call upon the expertise of other colleagues at Helen Keller throughout the global organization.

Helen Keller has a matrixed reporting structure. Regular communication and a spirit of teamwork among colleagues, both hierarchically and laterally are essential to make this structure thrive.

## **Specific Responsibilities**

### Audit Implementation

- Prepare for and perform or supervise preparation and conduct of internal audits of Helen Keller offices, sub-grantees and/or audits of specified functions, programs, or processes to identify risks and exposures.
  - Conduct entry meeting to review purpose, scope of work, methodology, and to set expectations for communications during the audit fieldwork.
  - Document, evaluate and tests systems, controls, and administrative procedures to determine their adequacy and effectiveness to ensure (i) compliance with policies and procedures, (ii) accomplishment of project's objectives, (iii) reliability and integrity of information, (iv) economic use of resources, and (v) safeguarding of assets.
- Work closely with Director to present results in a clear and effective manner and work with teams to develop corrective action plans to solve any deviations from Helen Keller and donor policies and procedures.
  - Conduct exit meetings to review findings and discuss additional training needs.
- Draft or review thorough and timely internal audit reports and communications on the results of work performed, including potential recommendations for improvements and training.
  - Ensure supervisor, and others as necessary, are alerted in regard to any organizational conflicts of interest or other significant internal control weaknesses or compliance risks.
- Prepare or review corrective action plans resulting from audit/review findings in coordination with regional and country office management. Validate and follow-up implementation of plans.

### Risk Assessment and Audit Planning

- Contribute to the annual audit risk assessment of Helen Keller Intl's operations and assist in developing a flexible agency-wide audit plan.
- Recommend changes and/or additions to the audit plan throughout the year in response to matters arising and new award requirements.

### Special Reviews

- Conduct special reviews as assigned which may include:
  - review of country offices financial statements audit and other external reviews/audits
  - desk reviews of country offices or sub-grantees
  - investigations related to whistleblower complaints; and/or
  - implementation of sub-grantee risk mitigation plan.

## **Qualifications**

- BS/BA in Business Administration with a concentration in Finance or Accounting or equivalent experience; CIA or CPA preferred. Certification as Fraud Examiner an advantage; plus
- Minimum of 8 years directly relevant experience in auditing, grant accounting and or management in an organization with remote offices, or equivalent combination of education and experience.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and Office of Management and Budgets (OMB) Circular A-81 (now Uniform Guidance 2 CFR Part 200). Experience with Title II projects a plus.

- Familiarity with the systems and procedures of non-profit organizations required.
- Organized, detail-oriented individual with strong quantitative and analytical skills.
- Ability to prioritize workload, assume responsibility for work, and follow through to completion.
- Ability to perform duties that require very close attention to detail and synthesize large amounts of information effectively.
- Excellent interpersonal skills including active listening skills, the ability to communicate effectively across cultures, to negotiate effectively with internal and external colleague and to develop and maintain effective working relationships with staff at all levels.
- Excellent oral and written English language skills, including the ability to clearly communicate complex financial and compliance issues into layperson language.
- Highly computer literate with a demonstrated knowledge of accounting and spreadsheet software; familiarity with NetSuite a strong plus.
- An ability to work in challenging and changing environments, to work under pressure with a positive attitude, and to see through challenges to find solutions
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.
- Commitment to Helen Keller Intl's work and mission.
- Ability and willingness to flex work hours to accommodate multiple time zones.
- Ability and willingness to undertake international travel (approximately 20%- 50%).
- Helen Keller requires all US-based staff, and all staff who travel internationally to be fully vaccinated against COVID-19, whether or not they have had COVID.
- When community transmission rates of COVID are high, Helen Keller also requires all US-based staff to wear masks while providing program services and when in any open or public space in the office and to observe social distancing.

## **Compensation**

The midpoint of the salary range for this position is \$110,000 with a minimum of \$88,000 and a maximum of \$132,000. Actual base salary will vary based upon, but not limited to, relevant experience, base salary of internal peers, and business specialty.

## **To Apply**

Qualified candidates should submit a cover letter and resume to [Hki.Recruitment@hki.org](mailto:Hki.Recruitment@hki.org) noting the job title in the subject line. Applications will be accepted until the position is filled.

**Helen Keller is dedicated to building an inclusive workforce where diversity in all its forms is fully valued.**

*Helen Keller is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.*

*We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call +1 646-356-1789.*