Exempt Opportunity

About DRS

The Department of Retirement Systems is an umbrella organization responsible for administering seven public retirement systems and the Deferred Compensation Program for public employees in the state. DRS services directly affect over 400,000 members and participants, 142,000 retirees, and over 1,270 employers.

We employ more than 250 staff in areas such as: retirement services, information services, accounting and fiscal, and office/clerical support. We also employ management and supervisory professionals.

Our environment is dynamic, customer-focused and technologically savvy. We support a range of training and development opportunities, particularly those that prepare employees for career advancement and contribute to the quality of working life.

POSITION: Internal Audit Manager
LOCATION: Tumwater, Washington
OPENS: August 4, 2006
CLOSES: Open until filled*

**** Your prompt response is encouraged as initial review of application materials will begin August 21, 2006.***

The Internal Audit Manager assists the Director and Executive Management Team in identifying areas of operational risk and assessing current controls and practices in relationship to adopted standards, applicable laws, rules, regulations and policies.

Works collaboratively with agency staff to understand programs and operations and provides sound, customer-focused and data-driven recommendations to the Director and Executive Management Team on policy and procedure changes to increase efficiency of operations, improve safeguards and improve public accountability.

This position is responsible for utilizing an appropriate risk-based methodology to independently develop and execute an annual audit plan to include performance, compliance, operations, program and information technology security audits. Conducts special reviews, investigations, analyses, audits and/or studies as requested and approved by the Director and/or referred by the State Ethics Board or the Office of the State Auditor.

NOTE: Due to the level of security held by this position, a criminal background check will be conducted on the preferred candidate prior to appointment.

Why work at DRS?
DRS is centrally located in Tumwater, part of the Olympia/Tumwater/Lacey tri-city area on the southernmost tip of Puget Sound. It is a community rich in history, culture and natural beauty, blending a thriving city that is home to the state capitol with a friendly, small town atmosphere.

At DRS, we offer:

- A diverse, professional working environment;
- Opportunities for training, growth and advancement;
- Tuition reimbursement;
- A comprehensive benefits package;
- Membership in the Public Employees' Retirement System; and
- Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

Desirable Qualifications

The desired candidate for this position will possess:

- A Bachelor's degree in accounting, business, public administration or closely-related field;
- A minimum of five years of auditing experience;
- Demonstrated proficiency in the following competency areas:

Business Acumen – Knows how businesses work; knowledgeable in current and possible future policies, practices trends and information affecting his/her business and organization; is aware of how strategies and tactics work in the marketplace.

Ethics and Values – Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.

Planning – Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work in the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

Integrity and Trust – Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

Functional/Technical Skills – Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.

Written and Verbal Communications – Effectively conveys ideas and information verbally and in writing, using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the audience.

Decision Quality – Makes good decisions based upon a mixture of analysis, wisdom, experience and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.

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

Applicants that possess a Certified Public Accountant license are highly desired.

Compensation

$63,000-$68,000 per year, depending on qualifications. The State of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; 11 paid holidays per year; a state retirement plan; and optional credit unions, savings bonds, and a Deferred Compensation Program.

How To Apply

Interested applicants who meet the qualifications and competencies identified in this announcement are invited to apply for consideration by submitting the following:

- A resume detailing the name(s) of employer(s) and length of employment;
- A letter of interest describing applicable qualifications and experience relative to the desirable qualifications and competencies for this position; and
- Three professional references with current telephone numbers.

Completed application materials may be submitted to:

HumanR@drs.wa.gov - Please include the title of this position in the Subject line.

OR

Department of Retirement Systems
ATTN: Human Resources
PO Box 48380
Olympia, Washington 98504-8380
FAX: (360) 586-4225

All application materials will be screened to determine who will participate in the assessment and interview process.

The Washington State Department of Retirement Systems 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 alternate format, may call the Human Resources Office at (360) 664-7020 or TTY (360) 586-5460.