

INTERNAL CONTROL MANAGER

Position Code: 3505
WC Code: 9410
FLSA Status: Exempt
Pay Grade: 359
Location: Finance
Approval Date: 2023

General Statement of Duties

Performs highly responsible professional work evaluating internal controls for the Town of Mooresville and ensuring appropriate levels of oversight across all departments.

Distinguishing Features of the Class

An employee in this class reviews business practices and process controls, identifying areas of risk and opportunities for improvement. As opportunities are identified this position collaborates with leadership and to introduce enhanced controls, create and deliver appropriate training and ensure buy-in.

The employee works independently and objectively to enhance internal control efforts across the Town. Work in this class is distinguished from other classes by its focus on collaboration, evaluation and proactive prevention rather than after-the-fact auditing and situation management. Work is performed in accordance with established municipal finance procedures, local ordinances and North Carolina General Statutes governing the responsibilities of local government finance. Work is performed under the general direction of the Chief Financial Officer.

An employee in this class may be required to work and attend meetings outside regular business hours. The position also requires local travel to other Town government locations within the Mooresville area.

Duties and Responsibilities

**This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. Performance of lower-level duties may be required. Essential functions include, but are not limited to:*

Builds consultative relationships with team leaders to achieve business objectives.

Serves as a resource for Town team leaders to support process improvement and ensure excellent controls are maintained.

Serves as the business process and controls subject matter expert (SME) providing guidance for proactively identifying, assessing, managing, mitigating and monitoring risk.

Supports a transparent risk-reduction and controls-aware culture throughout the organization.

Evaluates standard operating procedures within departments and identifies potential threats and/or possible unethical or illegal activity.

Evaluates existing accounting, financial, talent management and safety policies and procedures to ensure risk mitigation.

Evaluates options to achieve organizational change.

Works with team leaders to establish appropriate controls.

Ensures necessary controls are implemented and maintained.

Evaluates current training offerings and identifies possible enhancements.

Works with department management to train teams on existing and revised protocols thus ensuring understanding and compliance.

Conducts impromptu checks to evaluate effectiveness of internal controls.

Revises redundant aspects of oversight to ensure efficiency and buy-in.

Communicates regularly to all levels of leadership and ensuring that leadership is well informed of any potential risk.

Responds to issues of non-compliance.

Supervises assigned personnel.

Attends work on a continuous and regular basis.

Responds in and to emergency situations.

Performs other duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Passionate about collaborating with team leaders.

Ability to build productive relationships with individuals of diverse backgrounds including elected and appointed government officials, Town employees, and representatives of other agencies.

Ability to influence behavior and achieve buy-in.

Ability to understand patterns of behavior.

Ability to analyze systems and identify potential areas of risk.

Excellent attention to detail while maintaining focus on the big picture.

Demonstrated leadership skills.

Ability to manage time and resources effectively.

Self-motivated with a strong sense of urgency and clear commitment to excellence.

Thorough knowledge of business management practices.

Excellent written and oral communication skills as demonstrated by the ability to articulate complex information and ideas effectively.

Thorough knowledge of principles, laws, ordinances, and regulations related to operation of municipal government.

Thorough knowledge of principles, laws, ordinances, and regulations governing the operation of a utility.

General knowledge of governmental accounting procedures.

Proficiency with Microsoft Office Suite.

Physical Requirements

While performing the duties of this job, the employee is frequently required to reach with hands and arms, sit, talk, and hear. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. This position involves sedentary work requiring the employee to exert up to 20 pounds of force occasionally; 10 pounds frequently and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to work with data and figures, handle accounting processes, operate a computer, and do extensive reading.

Minimum Education and Experience

A master's degree from an accredited college or university with major course work in Business, Accounting or Public Administration, or relevant field; and two (2) years of progressively responsible professional experience, **OR**

A bachelor's degree from an accredited college or university with major course work in Business, Accounting or Public Administration, or relevant field; and five (5) years of progressively responsible professional experience, **OR**

A combination of training, education and experience that meets the requirements of the position.

Special Requirements

Preference will be given to Certified Public Accountants.

Valid U.S. Driver License required upon start date. Valid North Carolina Driver License required within thirty (30) days of start date.