

COMMONWEALTH OF PENNSYLVANIA
invites applications for:



**Investment Audit Specialist (SERS)
(Assistant Internal Audit Director)**

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

SALARY: \$72,998.00 - \$110,983.00 Annually

JOB TYPE: Civil Service Permanent Full-Time

DEPARTMENT: State Employees' Retirement System

LOCATION: Dauphin County

OPENING DATE: 08/02/18

CLOSING DATE: 08/16/18 11:59 PM

JOB CODE: 03060

POSITION NUMBER: 50566529

UNION: Management

BARGAINING UNIT: A3

PAY GROUP: ST10

BUREAU/DIVISION CODE: 1001

BUREAU/DIVISION: Internal Audit Division

WORKSITE ADDRESS: 30 North Third

CITY: Harrisburg, PA

ZIP CODE: 17101

CONTACT NAME: Jim Ditty

CONTACT PHONE: 717-237-0395

CONTACT EMAIL: jameditty@pa.gov

THE POSITION:



GENERAL INFORMATION

This opportunity has been posted to both the internal job postings [page](#) and the commonwealth's main employment [page](#). If you are a current or former commonwealth employee, you may want to apply to both the internal posting (bid) and external posting (civil service list).

Work Hours: 8:00am - 4:30pm with one hour for lunch.

Supervisor: Karen Lynn, Internal Audit Director

Financial Disclosure: The individual appointed to this position will be required to disclose financial information consistent with provisions of the Public Official and Employee Ethics Act and the Governor's Code of Conduct.

POSITION PURPOSE

This position serves as the Assistant Internal Audit Director with responsibility for aiding the Internal Audit Director in planning, directing, and coordinating the agency's complex general auditing and investment auditing programs, with a focus on alternative investments.

SERS is one of the nation's largest public pension funds, with a market value of its investment assets of approximately \$30 billion. The Fund is diversified across multiple asset classes and includes complex investment strategies.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS

- Develops, performs, and documents complex audit programs, audit plans, and audit findings.
- Compiles and maintains a detailed and complex risk assessment of SERS' private and commingled investment vehicles and hedge funds.
- Interprets and applies applicable policies and standards including SERS Strategic Investment Plan in the completion of job functions.
- Takes proactive measures to learn relevant information and applies knowledge of agency functions and business processes to evaluate internal controls and recommend improvements.
- Assesses the Investment Office's and Office of Finance and Administration's compliance with documented internal control processes and procedures.
- Uses Microsoft Outlook, Word, Excel, and agency-specific systems/applications (i.e., Private I, Bloomberg, etc.).
- Travels to contracted investment managers and consultants to conduct onsite visits as necessary.
- Communicates effectively, both verbally and in writing.
- Develops effective working relationships with agency staff, senior management and business partners on matters requiring tact and discretion.
- Prepares for and attends meetings, including Audit Committee meetings.

RESPONSIBILITIES

INVESTMENT AUDITING

Maintains an ongoing risk assessment status of existing and newly Board-approved investments.

Collects investment related data from Board materials, due diligence documentation, consultant data requests, legal contracts, and discussions.

Gathers evidence about the assertions of existence, ownership, and completeness for investment asset classes, and evaluates whether the determination of investment value is consistent with the approach specified in GAAP.

Assesses inherent and control risks for assertions on alternative investments. Gathers evidential matter to determine compliance with the Investment Office and Office of Finance and Administration policies and procedures, as well as the Strategic Investment Plan and GAAP.

Designs tests related to investment completeness assertions which include making inquiries, inspecting agreements, and reading relevant information, such as Board meeting minutes.

Considers whether investment activities corroborate or conflict with management's stated intent for an investment.

Compiles information requested by external auditors and regulatory agencies and facilitates responses to questions related to agency investments.

Coordinates with and provides information to the agency's Compliance Officer on investment activity auditing as well as recommendations for increased efficiency and effectiveness of procedures.

Analyzes accounting standards, operating procedures, systems, and controls for new and evolving investments.

Analyzes reports from custodial banks, investment consultants, and investment managers.

Travels to contracted investment consultants and managers as necessary to perform complex operational and compliance audits onsite of SERS public equity, private equity, fixed income, real estate, and fund of funds investments.

Maintains proficient use and understanding of the investment-related software products used within the Investment Office and Office of Finance and Administration.

GENERAL AUDITING

Performs analytical reviews of investment and financial information to ensure accuracy, completeness, and consistency of information reported at year-end and for interim periods.

Performs an annual risk assessment of assigned areas of the agency.

Prepares accurate and concise management reports detailing work performed. Provides recommendations for improvements as necessary and implements approved plans.

Prepares materials for the Audit Committee. Attends Audit Committee meetings, comprised of SERS Board Members, and actively participates in the meetings to present audit findings and address relevant questions.

Performs periodic and annual internal control testing in line with the Standards for Internal Control in the Federal Government (known as the Green Book). Analyzes the manual and/or automated systems and processes that comprise the internal control structure in order to reduce the potential of fraud, duplication, or inadequate procedures or processes. Based on findings, develops solutions and recommends changes to rectify problems with existing controls, and/or improve their effectiveness and efficiency.

Prepares custom audit programs in accordance with Generally Accepted Government Auditing (GAGAS) Standards by developing scope, objectives, methodology, and time budget.

Researches process, procedure and control information on subject activities to be examined. Based on audit program and objectives, reviews and tests controls and procedures of activities selected.

Determines procedures to be used to gather relevant and material evidence on audit subject. Summarizes and analyzes evidence in order to conclude on whether acceptable standards of operation were carried out in an effective and efficient manner.

Conducts exit conferences with management and, based upon observations, evaluation, and research, prepares written audit reports to communicate findings and recommendations for corrective action. Assesses adequacy of auditee responses and follows-up with auditee to achieve effective resolution of findings and recommendations.

Develops and applies analytical procedures and exception reporting to identify unusual or unexpected trends or occurrences in processes which could indicate errors or fraud.

Performs audits of and evaluates SERS's compliance with various laws and regulations such as SERS Strategic Investment Plan, SERS Retirement Code (Title 71), IRS regulations, Commonwealth Management Directives, etc.

Functions as a member of the Business Continuity Plan team in the event of a disaster.

Performs related duties as required.

Decision Making

This position focuses on investment auditing, with an emphasis on alternative investments such as private equity, fund of funds, managed futures, real estate, and commodities. These investments are riskier because of their dollar value and illiquidity. Interpretive accounting guidance does not always keep up with the invention of new alternative investment options. Evaluating evidential matter for investment assertions may be based on highly subjective assumptions and may be more sensitive to changes in the underlying circumstances.

The incumbent performs work with significant autonomy and has substantial discretion in developing audit scope, audit objectives, and audit plans; as well as with examining and evaluating data and

reporting on audit findings and recommendations. The incumbent regularly exercises judgment to revise audit plans while in progress to ensure a successful and complete audit, encompass assurance of testing accuracy and correctness of the reported data, and compliance with policies and procedures. The incumbent has authority to determine audit materiality for planning and reporting purposes. The incumbent will work directly with the auditee in finalizing the written audit report, obtaining responses to recommendations, and reporting finalized results to the Audit Committee when required.

Challenges may arise when the incumbent assesses the adequacy of audit responses and plans for corrective actions for identified issues. The incumbent works with key personnel on follow-up actions to ensure resolution of differences or misunderstandings. Work is assigned and subject to review by the Director.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

MINIMUM EXPERIENCE AND TRAINING

You must meet the minimum experience and training for the job title.

Four years of a combination of professional accounting and auditing experience which includes at least two years of investment accounting and investment auditing experience, one year of which included experience in domestic fixed income, equities, real estate, or derivative asset classes; and a bachelor's degree which included or was supplemented by fifteen credits in accounting; **or** An equivalent combination of experience and training, which included at least two years of professional investment accounting and investment auditing experience, one year of which included experience in domestic fixed income, equities, real estate, or derivative asset classes and fifteen credits in accounting.

A Master's Degree in Accounting, Certification as a Public Accountant (CPA) or Certification as a Management Accountant (CMA) may be substituted for one year of general accounting or auditing experience.

PA RESIDENCY

Pennsylvania residency is waived.

RECRUITMENT METHODS

You must be eligible for selection in accordance with civil service rules. Applicants must meet one of the following methods to be considered for this vacancy.

- Civil Service Lists
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement
- Promotion Without Exam (PWOE)
 - Promotion provisions are not subject to the collective bargaining agreement or memorandum of understanding.
 - You must have or have held regular civil service status in one of the following classifications:
 - Audit Manager (03624)
 - Executive Audit Manager (03650)
 - Assistant Internal Auditor, PSERS (03631)
 - Audit Specialist 3 (03720)
 - Auditor Supervisor (03623)
 - Or have held regular civil service status in a pay range ST08 or ST09 (or equivalent) position for which the appointing authority can establish a logical, occupational functional, or career developmental relationship to the higher position.
 - You must meet meritorious service criteria defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of this positing, and (b) the last due overall regular or probationary performance evaluation was satisfactory or higher.
 - You must meet seniority criteria defined as a minimum of one year in the next lower class(es) by the posting close date.

APPLY

The following material must be submitted with the online application.

- Resume clearly indicating your accounting and auditing experience

- College transcripts
- Employee performance review: most recent regular or probationary review or indicate that one is not available
- Letter (voluntary demotion only): indicate you will accept the appropriate reduction in pay

Applicants should apply online. Visit www.employment.pa.gov. Click on the Open Jobs tile. From the Menu in the upper left corner of the screen, select the PA Internal Job Postings link. Open the relevant job announcement and from within the announcement, click the green Apply button. Use the point of contact listed above if you are unable to apply online and require assistance with an alternate application method.

Failure to comply with the above application requirements will eliminate you from consideration for this position. Please use the contact information provided for assistance.

You can [track the status](#) of current SERS openings from the Jobs page of the SERS website.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.employment.pa.gov>

Position #2018-20956
INVESTMENT AUDIT SPECIALIST (SERS) (ASSISTANT
INTERNAL AUDIT DIRECTOR)
JD

OUR OFFICE IS LOCATED AT:
613 North Street
Harrisburg, PA 17120

jobs@pa.gov

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