



<b>Job Posting #:</b>	29FB05212026	<b>Posting Type:</b>	External
<b>Job Title:</b>	Internal Controls & Audit Processes Specialist	<b>Grade/Classification:</b>	107/Exempt
<b>Department:</b>	Accounting	<b>Location:</b>	Fredericksburg, VA

### JOB DESCRIPTION

#### OVERVIEW

The Internal Controls & Audit Processes Specialist is responsible for ensuring that organizational operations adhere to established policies, procedures, and regulatory requirements aligned with Generally Accepted Accounting Principles (GAAP) and Internal Controls Processes. The specialist collaborates with various financial departments to promote compliance, enhance process efficiency, and support the organization's overall integrity and accountability. The specialist collaborates with external auditors and accounting firms to ensure timely and positive audit communications.

#### ROLE AND RESPONSIBILITIES

- Monitor and evaluate organizational operations to ensure compliance with established internal policies, procedures, and regulatory requirements.
- Conduct regular audits and assessments of financial processes to verify alignment with Generally Accepted Accounting Principles (GAAP) and internal control standards.
- Collaborate with finance and other relevant departments to identify risks, recommend improvements, and implement best practices for internal controls.
- Prepare comprehensive reports on audit findings, compliance issues, and process inefficiencies for management review.
- Support the development and enhancement of internal control policies and procedures to strengthen the organization's accountability and integrity.
- Provide guidance and training to staff on compliance requirements and internal control best practices.
- Assist with investigations into control breaches or irregularities and support remediation efforts as needed.
- Act as primary point of contact with external auditors and accounting firms to align timelines, support audit guidelines, and create efficiencies in the audit timing and communication process.
- Participate in special projects and ad hoc assignments related to process improvement or risk management as directed by management.
- Assist in the development and delivery of training sessions or presentations on new regulatory updates or internal control initiatives.
- Contribute to the maintenance and updating of internal audit documentation, manuals, and process maps as needed.
- Support cross-functional teams during system implementations or upgrades to ensure controls are incorporated into new processes.
- Provide backup coverage for other compliance or audit team members during absences or peak workload periods.
- Stay informed about industry best practices and emerging risks to proactively recommend enhancements to existing control frameworks.
- Perform other duties as assigned.

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

A Bachelor's degree in Accounting, Finance, Business Administration, or a related field is required, while a Master's degree in Business Administration, Accounting, or a related discipline is preferred. Professional certifications such as Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or Certified Information Systems Auditor (CISA) are strongly preferred. Candidates should possess a minimum of three to five years of experience in internal audit, internal controls, or risk management roles, with demonstrated responsibility for evaluating, monitoring, and improving internal control frameworks. A strong understanding of audit methodologies, regulatory requirements, and industry standards related to internal controls and audit processes is essential. Proficiency in audit management software, data analytics tools, and the Microsoft Office Suite is also required.

The successful candidate will possess strong analytical skills with the ability to assess and interpret complex data, identify control weaknesses, and recommend effective corrective actions. A high level of attention to detail is essential to ensure accuracy when reviewing processes, documentation, and audit findings, while supporting compliance requirements and mitigating organizational risks. Excellent written and verbal communication skills are required to prepare clear audit reports, present findings to stakeholders, and foster productive collaboration across the organization.

The candidate must demonstrate technological proficiency in utilizing audit management software, spreadsheets, data analytics tools, and other digital resources to enhance audit efficiency and documentation practices. Strong problem-solving abilities are necessary to investigate control deficiencies, determine root causes, and develop practical remediation strategies. Effective organizational and time management skills are also critical for managing multiple audits, projects, and deadlines simultaneously while maintaining high-quality results.

A commitment to ethical judgment, integrity, and confidentiality is required when handling sensitive information and carrying out audit responsibilities. The role requires the ability to collaborate effectively across departments, support system implementations, and coordinate activities with external auditors and other stakeholders. Additionally, the ideal candidate will exhibit a continuous improvement mindset by remaining informed of industry best practices, regulatory developments, and emerging risks, while proactively recommending enhancements to internal control frameworks and audit processes.

This position operates under a hybrid work schedule that provides flexibility for both in-office and remote work arrangements. Occasional travel may be required to attend meetings, training sessions, seminars, conferences, and other business-related events. The incumbent is expected to maintain professional expertise by participating in at least one professional development or learning event annually. The role may require work outside of regularly scheduled business hours to address urgent or emerging business matters and meet critical deadlines.

Primary work activities are performed in an office environment located in Fredericksburg, Virginia. The position generally follows a standard 40-hour workweek; however, additional hours may be required to support reporting deadlines, audit activities, and business needs. The incumbent must also be available on a 24/7 basis during major storm events to support organizational response and recovery efforts.

#### **HOW TO APPLY**

**Internal Applicants:** Interested parties should submit an internal application via the HR HUB OR resume via [rechr@myrec.coop](mailto:rechr@myrec.coop).

**Applicants:** Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID #29FB05212026

**Deadline: Open Until Filled**

\*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified.