

## **Internal Auditor**

The **Multi-State Lottery Association (MUSL)** is a non-profit, government-benefit association responsible for the operation of **Powerball®** and other multi-jurisdictional lottery games in the United States. As an **Internal Auditor** at MUSL, your expertise and insights will play a pivotal role in maintaining the trust of our stakeholders and driving continuous improvement in our internal processes.

The Internal Auditor plans and conducts audits of operational policies and procedures of MUSL to provide reasonable assurance to the Board of Directors, the Audit Committee, and management that adequate internal controls have been implemented and mitigate operational and compliance risks to the association.

### **Primary Job Tasks and Responsibilities**

- Plan and deliver audit objectives and scope of work as determined by the Board, Audit Committee, and/or management.
- Analyze MUSL's existing and proposed operational and internal security procedures, processes, systems, and recommend improvements.
- Identify and define compliance issues, develop audit criteria, review/analyze evidence, and document the operating procedures of the organization.
- Participate in pre-audit planning, preparation, and assist external auditors as needed.
- Establish and maintain productive relationships with management; present findings to management during and at the conclusion of audit activities, discuss deficiencies, document management responses, and develop agreed-upon corrective action plans.
- Assist in the completion of the annual risk assessment.
- Draft annual internal audit plans for final approval and direction by the Audit Committee.
- Prepare formal, written reports, which express opinions on the adequacy and effectiveness of the system or process, and the efficiency of the performance of activities being reviewed.
- Meet agreed-upon deadlines for completion of reports and findings.
- Prepare, maintain, and update records in accordance with appropriate confidential and security standards.

### **Experience, Education and Required Skills/Abilities**

- Bachelor's degree in Accounting, Computer Science, Management Information Systems, Business Administration, or related field.
- Minimum of 5 years of progressively responsible internal or external auditing experience is preferred.
- A professional certification (e.g., Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or Certified Public Accountant (CPA)) is desirable.
- Knowledge of auditing standards, internal controls, and risk-based audit concepts.
- Understanding of technical applications, system security features, network architecture, and software applications.
- Thorough comprehension of financial services, processes, and complex information systems.
- Proficient computer skills, including Microsoft Outlook, Excel, Word, and PowerPoint.
- Experience in a non-profit organization is highly preferred.
- Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job may be considered.

### **Key Competencies**

- effective communication and presentation skills
- ability to identify business risks and compliance improvements
- fostering teamwork
- self-motivated
- strong analytical skills
- organizational and planning skills
- confidentiality and ethical standards
- conflict management
- decision-making
- information gathering and monitoring skills

**Working Conditions and Physical Requirements**

- Typical indoor office environment
- Prolonged periods of sitting at a desk and working on a computer
- Travel by air and vehicle as required
- Ability to lift up to 15 pounds at a time occasionally

**Benefits**

- Excellent Health, Dental, and Vision Insurance
- Company provided Life Insurance, Short-Term and Long-Term Disability Insurance
- Competitive Paid Time Off plan
- Generous retirement contribution with immediate vesting and no match required
- Flexible schedule and an emphasis on work-life balance
- Complimentary soft beverages and snacks on-site
- Dog friendly office environment
- Employee Assistance Program
- Challenging work with the ability to make a difference

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.*

Estimated Salary Range: \$75,000 - \$95,000

The actual salary offer will carefully consider a wide range of factors, including your skills, qualifications, experience, and other relevant factors.

A POST-OFFER BACKGROUND CHECK IS REQUIRED.

The Multi-State Lottery Association is an equal opportunity employer.

The Multi-State Lottery Association participates in E-Verify.