



GARY SANITARY DISTRICT JOB POSTING

GSD is an equal opportunity employer and does not discriminate against candidates or employees because of disability, sex, race, gender identity, sexual orientation, religion, national origin, age, or any other protected status under the law. Reasonable accommodation will be made to enable candidates and employees with disabilities to perform the essential functions of their job, absent undue hardship to GSD.

INTERNAL AUDITOR GSD/GSWMD WASTEWATER TREATMENT PLANT

Salary: \$56,650.00

Status: Full - Time

Internal Auditor -Gary Stormwater Management District

The incumbent is responsible for evaluating the effectiveness of internal controls, compliance with applicable laws and policies, and the accuracy and integrity of financial records. The Internal Auditor will monitor all finance department functions to assure they are consistently meeting the standards and schedules.

Key Responsibilities:

- Participate and coordinate with the State Board of Accounts (SBOA) the GSD/GSWMD annual audit. Prepares supporting documentation as required, compiles reconciliations of fund balances and statements, investigates and resolves all issues raised during the audit. Documentation presented may be both hard copy and electronic format.
- Assist in the preparation of all budget sections in the prescribed format. Preparation includes, but not limited to, the edit of personnel rosters and the calculation of revenue and expenditure projections.
- Develop and implement a schedule of proposed internal audits aimed at assessing the effectiveness of internal controls that encourage measures of accuracy in maintaining financial records.
- Perform annual fixed asset audit, reporting discrepancies to the Executive Director and Finance Manager.
- Review and assist in the annual presentation of governmental statement documents including but not limited to; Balance sheet, Statement of Revenue & Expenditures, Change in Governmental Balances, Budgetary Comparison Statement- Budgetary Basis, Balance Sheet- Proprietary Fund Types, Changes in Equity- Proprietary Funds, Statement of Cash flows, Statement of Net Assets- Fiduciary funds, Statement is Changes of Net Assets- Fiduciary funds, Statements of Net Assets, Changes in Capital Assets, and Changes in Long-term debt. Restate budgets on a GAAP to Budget Basis, blended as required for inclusion in financial statements.
- Examine the GSD/GSWMD departments records and verifies the accuracy against our financial system. Monitor performance indicators and reporting concerns to the Executive Director and Department Managers.
- Analyze financial data for deficiencies in controls, duplication of effort, extravagance, fraud; or lack of compliance with laws, regulations and/or management policies and procedures.

- Periodic review of bank reconciliations to assure exceptions are resolved on a timely basis and are accurately reflected in the posting to the accounting records.
- Sample transactions during internal audit to assure compliance with policies and procedures.
- Provide a daily cash position, including receipts projections and expenditure projections along with a recommendation for changing investment strategies based on the financing activity.
- Identify financial risks of the City and offer recommendations to reduce risk. Identify accounting and financial record-keeping processes that can be improved.
- Determine ways to cut costs and improve profitability, presenting recommendations to the Executive Director, Board of Commissioners and other executive management team members.
- Assess the efficiency and productivity of internal staff and make recommendations for improvement. Present findings to upper management in the form of reports and presentations.
- Performs related duties assigned.

Reports To:

Gary Sanitary District/Gary Stormwater Management District Executive Director

Requirements and Qualifications:

Education:

- Bachelor's degree in accounting, finance, management, or public administration from an accredited academic institution (or equivalent experience).

Certification:

- CAFR (COA) certification preferred.
- Ability to obtain a professional certification (CPA, CIA and/or CISA) within two years of employment

Skills and Experience:

- Five or more years of related experience, at least 2 years of auditing or accounting experience.
- Knowledge of internal auditing standards, accounting principles (GAAP), and regulatory requirements.
- Experience in government or utility auditing.
- Proficiency in accounting/auditing software and Microsoft Office Suite.
- Strong analytical, organizational, mathematical and communication skills.

Physical Demand and Work Environment:

- Work is performed in a standard office environment with occasional field work.
- May occasionally require extended hours to meet deadlines or support special projects.

How to Apply: Applications and resumes may be submitted online to:

W: <https://garysanitary.com/careers/>

Date Posted:
Date Removed:

Monday, June 2, 2025
Monday, June 16, 2025