



# **THE JOINT INDUSTRY BOARD OF THE ELECTRICAL INDUSTRY**

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**Title:** Internal Auditor

**Annual Salary:** \$75,798.00 (70,000.00 Plus FICA reimbursement of \$5,798.00 per year)

**FLSA Status:** Exempt

**Employer:** Joint Industry Board of the Electrical Industry

**Department:** Internal Audit

**Reports to:** Internal Audit Manager

**Location:** Flushing, NY – Full Time - Onsite

**Vacancy:** 1

## **Summary:**

The Joint Industry Board of the Electrical Industry (JIB) was established in 1943 by the International Brotherhood of Electrical Workers, Local Union No. 3 and employers affiliated with the National Electrical Contractors Association. Its mission is to promote harmony between employees and employers, administer benefits for members and their families and improve competitiveness through progressive management, education, training, and technology.

## **Job Description**

The Joint Industry Board of the Electrical Industry is seeking an experienced Internal Auditor to join our team. Reporting to the Manager of Internal Audit, the Auditor will work closely with all internal and external stakeholders of the Joint Industry Board and will be responsible for but not limited to the following:

- Conduct audit on various union benefits fund.
- Examining books, ledgers, and records maintained by contractor.
- Analyze data and develop findings.
- Prepare audit schedule.
- Work closely with various contractors on audit.
- May testify at hearing related to audit as needed.
- Work performed both in office in person and at various locations as part of the field audit process.

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as printer, scanner, desktop computers, phone, photocopiers, and fax. Electrical Contractor Field environment require walking, standing, reaching, speaking clearly, meeting with contractors, lifting document/files. Driving to all sites.

## **Physical Demands**

Sedentary work environment with physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. This would require the ability to operate phone, scanner, computer, lift small files/folders, open filing cabinets and bend or stand as necessary.

## **Position Type/Expected Hours of Work**

This is a full-time Onsite position – No remote work option. Days and hours of work are Monday through Friday, 8:30 AM to 4:30PM-Must be flexible and available.

## **Travel**

Travel is expected for this position. Must be able to travel to various sites– Up to 50% travel is expected for this position. Must be able to travel/drive to various sites in Tri-State area.



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## **Required Experience, Skills, and Qualifications**

- Bachelor's degree in accounting or finance required.
- A minimum of two years of auditing experience required.
- Must be familiar in accounting, finance and internal controls and standards.
- Generally accepted accounting principles (GAAP) and Sarbanes-Oxley compliance requirements.
- Critical thinking, communication, and analytic skills.
- Ability to interact with all stakeholders (internal and external).
- Ability to work independently.
- Proficient in Microsoft Office applications – Intermediate/Advanced Level using Excel. (Excel Proficiency test will be required)
- Valid NYS Driver License required – Clean Driving Record.

## **Other Duties/Special Projects**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Reasonable Accommodations Statement** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

## **HIPAA Compliance Required**

### **Top benefits:**

As a team member at the Joint Industry Board, you will enjoy:

- 401(k) – Employer contributes an amount equal to 10% of your base rate of pay to your 401(k) without mandatory matching, vested immediately before FICA gross reimbursement.
- Retirement plan – Two (2) Defined Pension Plans subject to vesting and age requirements, fully funded by employer.
- Basic Pay + FICA reimbursement (Social Security and Medicare Tax reimbursed as weekly added to compensation) = total weekly compensation
- After completing 26 weeks of full-time employment from permanent hire date-Free health, dental, and optical insurance - funded by the employer, NO employee premium coverage thru MagnaCare PPO
- HRA, funded by employer
- Paid Jury Duty\*
- Paid Time Off
- Paid Vacation
- 11 Holidays
- Life Insurance