



JOB DESCRIPTION

Title: Chief Internal Auditor

Effective Date: 12-11-2019

Job Code: 01778

JOB SUMMARY:

Responsible for providing an independent appraisal of the diverse operations and controls within the organization. Determines whether acceptable policies and procedures are followed, established standards are met, resources are used efficiently and effectively, and objectives are achieved to support organizational goals and initiatives. Support adherence to BH's compliance and ethics program, policies, procedures, and Code of Conduct. Ensures the Internal Audit Department operates within the mandatory elements of The Institute of Internal Auditors' International Professional Practices Framework, including its Standards, Core Principles for the Professional Practice of Internal Auditing.

- A. **Reports to:** Board of Commissioners; operationally to the Board Audit Committee.
- B. **Supervises:** Audit Department

JOB QUALIFICATIONS:

- A. **Education (or equivalent years of experience):** Bachelor's degree required, preferably in accounting or finance. Graduate degree preferred.
- B. **Experience (or equivalent education):** Ten years of related healthcare internal audit experience, including having led an Internal Audit Department in a multi-site healthcare system environment.
- C. **Licensure / Certification:** Certified Public Accountant or Chief Internal Auditor required; both certifications are preferred
- D. **Special Training:**
N/A

WORKING CONDITIONS:

- A. **Physical demands required regularly to perform the essential functions of this job:**
 - 1. **Level:** Sedentary
 - 2. **Weight Lifted (Frequency of Lift):** 10 lbs or less infrequently
 - 3. **Walking/Carrying:** 1.5 mph
 - 4. **Typical Energy Required:** 1.5 METS
- B. **Environmental demands under which this job is performed regularly:**
 - 1. **Level:** Minimal
 - 2. **Environment:** Typically good working conditions – may have random exposure to dirt, noise, hot/cold, and/or crowded conditions.

RESPONSIBILITIES:**1. EXCEPTIONAL SERVICE:**

Proactively build internal and external customer relationships and loyalty; meet or exceed customer needs and provide satisfaction within available resources; consistently role model exemplary behavior.

2. COLLABORATIVE TEAM:

Initiate, participate and maintain an environment to support productive partnerships, relationships, team spirit, pride, and joint efforts within workgroups and across departmental and organizational lines; facilitate others to achieve overall organizational high performance, quality outcomes, goals, and objectives.

3. ACCOUNTABILITY FOR POSITIVE OUTCOMES:

Assume personal responsibility and accountability for meeting and exceeding goals and standards; continuously improve and grow product lines and services that enhance operational bottom-line performance; explore continuous development opportunities; assume responsibility for errors, learn from them, and implement solid action plans.

4. FOSTERING INNOVATION:

Anticipate the need for organization and operational change; seek, recommend and implement creative improvements in products and services; apply and engage in out-of-the-box thinking; challenge current practices and status quo; focus on doing the right things and doing things right to accomplish strategic objectives.

5. VALUING EMPLOYEE AND COMMUNITY FAMILY:

Create and maintain an atmosphere of accepting all others; treat co-workers, customers, and business partners with dignity and respect; continually strive to include all others to produce higher quality products and services; build positive, productive work relationships.

6. STRATEGY & PLANNING:

Lead the development of departmental strategies and goals to support regional and system-wide targets. Provide proactive strategic leadership by developing a comprehensive discipline-specific/region-specific strategic plan to support Broward Health's strategic objectives, initiatives, mission, vision, and goals. Provide ongoing oversight to evaluate and strategically respond to developments/changes affecting strategies and operations to sustain and/or adjust plans or initiatives.

- a. Develop and execute strategic and operational plans and maintain accountability and timeliness for performance goals. Provides audit updates and reports to the Audit Committee.
- b. Before the start of each fiscal year, the Chief Internal Auditor shall submit a proposed risk-based internal audit plan to the Audit Committee for approval by The Board; and may be amended during the year with approval. Additionally, the Chief Internal Auditor may initiate and conduct any other audit or audits requested by other members of Senior Management.

7. OPERATIONS MANAGEMENT:

Provide leadership and oversight to ensure effective and efficient execution of regional operational plans aligned with systematic goals, applicable laws, regulations, and governmental requirements. Collaborate with other regions and the leadership team to improve the organization's capability through a planned process to align various aspects of the organization to meet its goals.

Develop, implement, and ensure adequate execution of operating plans consistent with Broward Health policies and objectives.

- a. Establish values, performance expectations and address remediation plans as necessary to further promote operation improvement within the organization.
- b. Evaluate the long and short-range operational impact of existing and new discipline-specific programs/strategies and/or regulatory actions and formulate business objectives to accomplish systematic goals.
- c. Ensure internal and external audit reports and recommendations are appropriately received, analyzed, and operationalized according to nationally/internationally recognized audit standards.
- d. Perform internal risk assessment and audits pursuant to audit standards.
- e. Improve controls over risks to operations and compliance.
- f. Review systems to ensure compliance with Broward Health policies, plans, procedures, internal/ external clinical standards, and governing regulations.

- j. Assesses integrity of new data processing system applications and installations.

8. LEADERSHIP:

Establish and maintain positive, productive, and collaborative relationships with internal and external partners to support an engaged and inclusive culture and advance the Broward Health mission, vision, strategic objectives, and business goals.

- a. Demonstrate understanding and exhibit system thinking and global perspective in achieving system-wide and/or regional goals.
- b. Maintain effective business reporting relationships with the Board of Commissioners and Audit Committee to support audit objectives.
- c. Exhibit strong organizational and communication skills to effectively communicate with the Board of Commissioners, Audit Committee, BH employees, and vendors to bring about solutions to support Broward Health's mission, vision, and strategic initiatives.
- d. Accountable for exercising prudence in using information acquired in the course of performing duties to assure confidential information be utilized for business-related matters only.
- e. Accountable for exercising reasonable care in obtaining sufficient factual evidence to support audit report conclusions.
- f. Monitors the work of external auditors and coordinates external auditors' work plans.

9. FINANCIAL MANAGEMENT:

Accountable for the key financial indicators of Broward Health; plan, develop, organize, implement, direct, and evaluate assigned areas' fiscal function and performance.

- a. Demonstrate financial acumen and fiscal responsibility and exhibit accountability for efficient and effective operations.
- b. Evaluates the reliability and integrity of financial information and the means used to prepare financial information/reports.
- c. Reports the Audit Department's staffing, productivity, and fiscal accountability.

10. HUMAN RESOURCES:

Oversee the effective utilization of Broward Health's employee partners/workforce in the areas of responsibility and support system-wide employee workforce planning, strategies, and initiatives.

- a. Create and maintain an effective, collaborative, engaged, inclusive team emphasizing open, direct, and honest communication, supporting employee engagement, retention, system thinking, regional performance, and market success.
- b. Promote and model an environment and culture of high performance and continuous improvement that values a commitment to quality through coaching and managerial oversight of staff performance and development.
- c. Provide and foster a positive and engaged employee environment through consistency and uniformity in applying and interpreting governing policies, practices, and all terms and conditions of employment.
- d. Provide timely, constructive communication and feedback consistent with Five Star Values, policies, and culture of diversity and inclusion.
- e. Annually confirms to the Board of Commissioners the independence of Internal Audit Departmental activities.

All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.