

Government Internal Program Auditor

Yearly Pay range base on experience \$51,532.00-53,250.00

- Performs a variety of internal government program auditing processes related to accounting & compliance tasks.
- Full time 8am to 5pm Monday through Friday.
- Based in Doral Florida working with a Nationwide Federal Grant Program.
- Must be a self-starter & handle responsibility.
- 10% travel nationwide.
- Excellent verbal and email communication a must.
- Attention to detail is extremely important.
- Proactive, focused responsible organized, professional looking to make an impact.
- Ability to work in a sensitive environment and handle confidential information with maturity and honor.
- 4 yr. general full cycle accounting processing and software experience.
- Experience using Microsoft Office such as outlook, word and excel.
- High School Diploma with preference to candidates with Bachelor's Degree, or combination of education and related experience required.
- Knowledge of auditing standard practices, GAPP and federal financial operations a plus.
- Prior external or internal Auditing experience a plus.
- Background and drug screening check performed.
- Reliable transportation with ability to commute to Doral Florida and start work ASAP.
- Send resume to: Jackie Serra at jxserra@nhac.org.