



Career Services Network Job Posting

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McGraw-Hill Companies Corporate Audit Department is currently seeking 2 Staff Auditors to fill open positions based in the Hightstown, New Jersey Office and New York, New York Office. See below for more details on job responsibilities and qualifications. To apply, potential candidates can visit www.mcgraw-hill.com/careers. Thanks in advance for your help.

Staff Auditor – McGraw-Hill Companies - Corporate

Job Description

The Corporate Audit Department (CAD) is a dynamic organization with the mission of providing McGraw-Hill (MHP) management, and the Audit Committee of the Board of Directors, with independent value-added services by assessing the risks associated with the Company's strategic, operational and financial objectives; partnering with financial and operational executives to understand the internal control environments, risk and risk mitigation activities; developing and executing and an Audit Plan that addresses these risks; promoting an overall risk and control awareness in the Company; evaluating existing controls and advising on efficient control improvements and/or best practices; and developing future financial leaders.

In this role, a candidate will be expected to assist the Audit Manager and/or Audit Supervisor with the planning, execution and reporting of financial, operational and/or IT audits at domestic and international locations for the purpose of: (i) identifying, analyzing, and recommending corrective actions with respect to weaknesses in internal controls, and (ii) identifying operational and financial opportunities for improving the operational effectiveness, efficiency, and profitability of the Company. This individual will also assist with special projects and department initiatives as assigned by the Senior Director or Managers of Corporate Audit.

The candidate will be expected to demonstrate a developing understanding of accounting, auditing and internal controls, as well as basic business writing and audit documentation skills. In addition, the ability to communicate effectively and work in a team environment is a must. Position reports to the Supervisor and/or Manager of Corporate Audit.

Responsibilities

- Participate in planning and fieldwork activities for financial, compliance, operational and/or IT audits at domestic and international locations to evaluate and make recommendations for improvement with respect to the effectiveness and efficiency of internal controls, operations, processes, computer systems, as well as to assess compliance with Company policies and external regulations, including U.S. Generally Accepted Accounting Principles, Sarbanes-Oxley Act Section 404 and industry regulations;
- Prepare audit work papers in a concise manner while meeting professional (re-performance) standards ;
- Recommend best practices and/or identify cost avoidance and profit enhancement opportunities;
- Assist with special projects (e.g., review of system implementations, merger/acquisition due diligence reviews and fraudulent financial activity investigations) as necessary;
- Ensure compliance with auditing standards, including Generally Accepted Auditing Standards (GAAS) and International Internal Auditing Standards (IIA);

- Write audit findings for the review and approval of the Audit Senior and/or Audit Supervisor/ Manager;
- Assist in presenting audit findings and recommendations to management;
- Assist Audit Senior and/or Supervisor/Manager in monitoring implementation of recommendations made by both internal and independent auditors to ensure that issues are adequately addressed and mitigated;
- Mentor and/or train others in areas of strength;
- Establish partnering relationships with auditees; seek to innovate and propose recommendations for value-added improvements to auditee businesses;
- Assist with department training, career development and professional development activities;
- Assist with planning and executing initiatives to improve departmental processes, procedures and standards; and
- Ensure adherence to department policies and procedures.

Qualifications

- BA or BS in Accounting/Finance and/or Computer Science/Information Systems. MBA is a plus;
- 1-3 years experience in auditing (preferably Big 4), or in a related field (accounting / IT);
- Certified or working towards certification (CPA, CIA and/or CISA) preferred;
- Excellent communication and interpersonal skills; and
- Willingness to travel.

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