

JOB DESCRIPTION

Job Title: Director, Audit
FLSA Status: Exempt
Salary Grade: 13

PURPOSE OF POSITION

The Director, Audit will oversee the SCRRA's Internal Audit (IA) Department. The position involves managing the Internal Audit Department, ensuring independence with limited oversight from the Board of Directors (Board). Responsibilities include directing staff, setting organizational goals, overseeing audits and other services, evaluating audit procedures and efficiencies, representing the Internal Audit Department, and managing the department's budget. The Director, Audit in collaboration with the Legal Department, will administer the agency's employee Ethics Hotline. This position will stay current with audit standards and regulations. This position will complete all internal audit work in compliance with the Generally Accepted Government Auditing Standards (GAGAS) and the IIA's International Standards for the Professional Practice of Internal Auditing (IIA Standards).

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives limited oversight from the Board of Directors Chairman and the Audit and Finance Committee (AFCOM) Chairman. The position reports functionally to the Board and administratively to the Chief Executive Officer (CEO) for day-to-day operations.
- Responsible for managing and monitoring the work performance of the Internal Audit Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Submit annually to the Board and CEO a risk-based internal audit plan for review and approval.
- Review and adjust the internal audit plan, as necessary, in response to changes in SCRRA's business, risks, operations, programs, systems, and controls.
- Present quarterly reports to the Board and CEO highlighting progress on the Audit Plan. Communicate to the Board and CEO any significant interim changes to the internal audit plan.
- Review periodically the IA Charter and present it to the Board for approval for any changes in the charter.
- Report periodically to the Board and CEO the results of audit engagements or other activities.
- Report to the CEO and the Board if there are any significant risk exposures and control issues, including fraud risks, governance issues, and other matters requiring the attention of the CEO and/or the Board.
- Ensure each engagement of the internal audit plan is timely executed.
- Follow up on engagement recommendations and corrective actions, and report periodically to the CEO and the Board on the status of corrective actions.
- Ensure the principles of integrity, objectivity, confidentiality, and competency are applied and upheld.



- Act as Audit Liaison by coordinating and monitoring audits by external auditors, including those conducted by independent financial statement auditors and state and federal officials.
- Administer the agency's employee Ethics Hotline in collaboration with Legal Department in accordance with the IA Policies.
- Provides day to day leadership and works with IA staff to develop and maintain productive team-oriented client and staff relationships through individual contacts and group meetings.
- Direct, develop, and implement the organizational (Department) strategic plan supporting SCRRRA business objectives.
- Prepare and reviews an annual internal audit budget to support the approved audit plan and to account for risk contingencies during the fiscal year.
- Perform contract audits requested by contracts and coordinates consultants engaged to assist with the contract audits.
- Monitor and evaluate staff to establish training needs within the department to ensure objectives and expectations are met.
- Attend weekly executive leadership meetings and bi-weekly Board meetings. Presents at the AFCOM or Board meetings and conducts periodic Internal Audit staff meetings.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree from an accredited college or university with major coursework in accounting, finance, auditing, business administration, public administration, or a related field.
- A minimum of eight (8) years of full-time professional experience in internal auditing or external auditing.
- Must possess a current Certified Internal Auditor (CIA) or a Certified Public Accountant (CPA) license.
- Five (5) years of leadership experience

Preferred Qualifications

- Certified Fraud Examiner
- Certified Government Audit Professional
- Government auditing experience
- Experience working with elected officials

Knowledge, Skills, and Abilities

Knowledge of:

- GAGAS and the IIA *Standards* and Code of Ethics
- Government procurement and project management
- Common indicators of fraud
- Agency structure and relationships with member agencies
- Applicable federal, state and local regulations

Skilled in:

- Conducting quality control reviews of audit work products



- Effective verbal and written communication, including active listening skills and skills in presenting findings and recommendations for improvement
- Working knowledge of Microsoft office suite
- Strong and effective leadership, team building, communication and time management

Ability to:

- Maintain composure under pressure while meeting multiple deadlines
- Negotiate issues and resolve problems
- Use word processing, spreadsheet, systems documentation, audit packages, and other business software to prepare work papers, reports, memos, summaries, and analyses
- Maintain a high level of confidentiality
- Work under limited supervision and exercise independent judgment
- Establish and maintain harmonious team-oriented working relationships with Internal Audit staffs, co-workers, agency staff, and external contacts, and work effectively in a professional team environment
- Set priorities for Audit Department

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position; such as computers, office equipment and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last updated: July 2025

