



HINO MOTORS MANUFACTURING U.S.A. INC.

**45501 Twelve Mile Road, Novi, MI 48377
FAX: 248-442-9068**

JOB DESCRIPTION

DATE: 1/23/2019

HINO TITLE: Assistant Manager/Manager of SOX Compliance

MARKET TITLE: Internal Auditor

JOB DUTIES:

Hino Motors Manufacturing, U.S.A., Inc. is a wholly-owned subsidiary of Hino Motors, Ltd. (Japan) and a Toyota Group Company. Hino Motors Manufacturing U.S.A., Inc. is seeking an Assistant Manager, Manager of SOX Compliance for its Headquarters facility located in Novi, MI. Hino Motors offers a competitive wage and benefits package.

RESPONSIBILITIES INCLUDE:

The Manager/Assistant Manager of Internal Audit will be responsible for performing and managing internal auditing assignments. Work involves testing, examining, and reviewing records, reports, financial information, and management practices to ensure compliance with applicable laws and company regulations; supporting the management of testing plans; and reviewing and evaluating internal controls and ensuring ongoing compliance.

ESSENTIAL RESPONSIBILITIES:

- Testing of controls to support Sarbanes-Oxley (SOX) Section 404 assessment of compliance including, reporting of audit results and issues, and coordinating the remediation and closing of all identified control gaps through working with management and company personnel to achieve practical compliance solutions.
- Providing audit and advisory services to effectively identify and address significant risks to the Company such as leading financial, operational, and compliance audits across Company's business units, including identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting processes and procedures.
- Communicating the results of audits by providing timely, efficient, and effective reporting to senior management and the General Counsel with the goals of minimizing risk and continuously improving internal controls and business processes.
- Supporting records and information management by providing guidance regarding appropriate record and information retention and destruction protocols, consistent with obligations imposed under audit, legal, and company policy.
- Complete special projects as assigned.

JOB REQUIREMENTS:

- Experience conducting annual tests of business process and company level controls over financial reporting required under SOX Section 404.
- Experience conducting interviews, analyzing documents, identifying, obtaining, and evaluating relevant information and controls to identify and determine business impact improvement opportunities.
- Experience presenting a complete analysis of all internal control deficiencies that may exist, identify compensating controls, make recommendations to mitigate weaknesses, tracking efforts to remediate, and reporting results to management and/or committees.
- Knowledge of COSO framework.
- Ability to build strong relationships and work cross functionally with internal and external constituents.

REQUIRED KNOWLEDGE AND SKILL SETS:

- Ability to maintain the highest level of confidentiality;
- Effective time management, communication, and problem-solving skills;
- Detail-oriented;
- High level of proficiency in writing, editing, and proofreading skills;
- Ability to work with domestic and international teams;
- Flexibility to appropriately anticipate and react to changes;
- Self-motivated, positive attitude, and demonstrates professionalism; and
- Proficient with office equipment and Microsoft Office Suite.

EXPERIENCE:

- Experience with a manufacturing environment is an advantage.

EDUCATION:

- Bachelor's degree in Accounting or related discipline from an accredited institution.

OTHER:

- Position requires traveling up to 15% of the time.
- Position does not allow telecommuting and employee must be present in the office
- Position might require moving equipment up to 10 pounds or less.
- Position does not allow telecommuting and employee must be present in the office.
- Position requires sitting stationary 90% of the time.