



# **HINO MOTORS MANUFACTURING U.S.A., INC.**

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37777 Interchange Dr. Farmington Hills, MI 48335

Tel: (248) 442-9077

Fax: (248) 442-9068

**DATE: 2/15/2018**

**JOB DESCRIPTION**

**TITLE: Internal Audit Specialist**

**JOB DUTIES:**

The Internal Audit Specialist will be responsible for assisting with the assessment of internal controls over financial reporting, compliance with applicable laws and regulations, and ensuring ongoing compliance with organizational policies and procedures. The work involves assisting Audit Department management with assessing, examining, and reviewing records, reports, financial information, and management practices to ensure compliance and assisting with the effectiveness and continuous improvement of the Company's processes.

**Essential Responsibilities include:**

- Assist with the assessment of design and operating effectiveness of internal controls with respect to J-SOX compliance
- Help perform financial, operational, and information technology audit engagements
- Assist with the preparation of internal audit reports and help present recommendations based on audit findings
- Work with management and personnel to achieve practical compliance solutions
- Maintain department documentation
- Complete special projects as assigned

**JOB REQUIREMENTS:**

Basic Qualifications:

- Bachelor's degree in accounting or related discipline from an accredited institution
- 1 to 3 years of related work experience in audit, accounting, or related fields
- Demonstrated written and oral communication skills with the ability to communicate with team members at all levels of the organization
- Advanced Microsoft Office skills
- Flexibility to appropriately anticipate and react to changes
- Ability to travel domestically as required

Preferred Experience:

- Knowledge of J-SOX requirements
- Knowledge of internal controls
- Audit experience within a manufacturing environment
- Public accounting experience