



HINO MOTORS MANUFACTURING U.S.A. INC.

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

JOB DESCRIPTION

DATE: 11/15/2019

HINO TITLE: Internal Audit Senior Specialist

MARKET TITLE: Senior 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 a Senior Internal Auditor for its Headquarters facility located in Novi, Michigan. Hino Motors offers a competitive wage and benefits package.

RESPONSIBILITIES INCLUDE:

Responsible for leading and executing assigned audit and advisory activities under the direction of the Internal Audit Manager. Responsible for demonstrating skills in identifying and assessing process risks and controls; documenting business processes; identifying and evaluating the design and operational effectiveness of controls; and developing, executing, and documenting audit tests and workpapers.

ESSENTIAL RESPONSIBILITIES:

- Evaluate the current SOX 404/J-SOX testing plan to ensure completeness of controls to address financial reporting risks and appropriateness of test procedures including detailed tests of design, tests of effectiveness, and substantive testing
- Independently executes assigned audit and advisory activities
- Performs ad hoc projects as assigned to assist Internal Audit in analyzing HMM's risk and control environment
- Establishes relationships with business leaders while conducting individual audits
- Identifies root causes, articulates their relevance, and provides meaningful recommendations
- Performs remediation testing in accordance with procedures

JOB REQUIREMENTS:

- Bachelor's degree in relevant field of study
- 2+ years of audit experience, internal or external, including SOX 404 and/or J-SOX requirements
- Understands risk and control concepts and can apply knowledge to business processes
- Strong project management, analytical, and problem-solving skills
- Detail-oriented, deadline driven, self-directed, and organized individual
- Strong written and verbal communication skills
- Proven ability to excel in highly interactive team environment (both domestic and international)
- Working knowledge of Microsoft Office applications
- Ability to travel 15% of the time

PREFERRED QUALIFICATIONS:

- Relevant certification (CPA, CIA, CISA, or CFE)
- Knowledge of COSO framework
- Experience working in the manufacturing industry
- Experience and knowledge of Enterprise Risk Management and Operational Risk Management concepts