

**PACIFIC RETIREMENT SERVICES  
JOB DESCRIPTION**

Department: Administration

Incumbent:

Position: Internal Auditor

Reports to: VP of Development & Planning

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In the following job description:

E = Essential job duty

N = Non-essential job duty

**POSITION PURPOSE:**

The purpose of this position is to provide, through a functional compliance validation process, effective internal controls to Management and the Audit Committee of the Board of Directors. This position safeguards company assets and monitors compliance with State and Federal laws and regulations as well as internal policies and procedures.

**SPECIFIC RESPONSIBILITIES:**

- E Develops and maintains a working knowledge of applicable laws and regulations, existing policies and procedures, and systems of internal control.
- E Documents existing / proposed systems of internal control.
- E Assists Management in periodically assessment and identification of control and compliance risk areas.
- E Develops and maintains internal audit / compliance planning and work programs, checklists, questionnaires and working papers.
- E Effectively integrates audit and compliance activities with finance, operations, human resources, legal and risk management, information services and administrative personnel at corporate and individual community locations.
- E Schedules, coordinates, conducts and documents the results of internal control and compliance audits.
- E Appraises the adequacy of acceptance and actions taken by Management to correct reported deficient conditions until satisfactorily resolved.
- E Communicates the status of audit activities and findings to VP of Business Development & Planning on a weekly basis.
- E Prepares a written summary report of internal audit activities, findings and recommendations for review by corporate CPA Council on a monthly basis.

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- E Assist the corporate CPA Council in communicating the results of such reports to the Chief Executive Officer and / or the Audit Committee of the Board of Directors on a periodic basis.
- E Recommends new (or updates to existing) policies and procedures, and identifies “best practices” as a result of internal audit/compliance audit activities.
- E Assists with external audits, focused reviews or other activities from time to time as directed by Management or the Audit Committee of the Board of Directors.
- E Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing and maintaining professional networks and participating in professional societies.
- N Other duties as assigned.

### JOB SPECIFICATIONS:

#### Hours:

This professional exempt position is full-time, requiring a minimum average of forty (40) hours per week. Work hours shall remain flexible to meet the needs of the facility, its staff and operations. This position requires out of town and/or overnight travel.

#### Knowledge:

This position requires a BA/ BS from accredited four (4) years of college with major in accounting or finance. Two (2) years prior audit experience with Certified Public Accountant (CPA) firm or established internal audit department. Certified Internal Auditor (CIA) or CPA designation. Proficient use of Microsoft Word, Excel and PowerPoint software applications. Working knowledge of generally accepted accounting principles, generally accepted auditing standards and financial accounting standards. Ability to acquire, maintain and apply knowledge base of State and Federal laws and regulations applicable to senior housing and care operations and finance.

#### Independent Judgement:

The position requires excellent organization skills, multi-tasking and a demonstrated initiative to work independently. (E) This position also requires the ability to interpret and analyze complex information, reach conclusions and make recommendations involving the operations under audit. (E)

#### Relations with Others:

This position requires excellent interpersonal skills and the ability to function in a team environment. (E) Confidentiality is required at all times. (E)

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Working Conditions:

The majority of work is sedentary. (N) Walking, bending, stooping, twisting, reaching and handling is occasionally required. (E) Occasional light lifting (25-50 lbs) may be required. (E)

Safety:

All employees are responsible for complying with community safety policies and procedures and shall take the necessary measures to ensure a safe environment for oneself, co-workers residents, and visitors.

Blood Borne Job Classification:

Category III

HIPAA Requirement:

Moderate

Impact of Actions:

It is mandatory that work responsibilities be conducted in a highly accurate and timely manner. Incorrect reporting will result in invalid information to Management or the Board of Directors and may result in violation of law or regulations.

Supervisory Responsibility:

None

Acknowledgment:

I understand and acknowledge that this job description/job analysis sets forth the basic tasks and duties of the job identified and shall not be considered a detailed description of all job requirements that may be needed to perform the job. Rogue Valley Manor needs may necessitate performance of multiple other tasks, duties and responsibilities, including, but not limited to, assuming the responsibilities of other positions in order to deliver a high quality of service.

I further understand and acknowledge that Rogue Valley Manor reserves the right to revise and/or change job duties and responsibilities as needed.

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Incumbent Signature

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Date

11/06 CG revised

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MATERIALS HANDLING			EFFORT			LEGEND:					
Essential for job	Frequency of Activity	Comments	Sustained	Repetitive	Essential (Ess): Essential for job. Frequency (Freq): Based upon 1 hour of work or a % of day						
Lifting 0-10# from 30" to 74"	X	Occas	Binders, files, papers for shredding	NA	2-5x/hr	Freq.	% of day		# of times per hour		Min. per hour
Lifting 11-30# from 4" to 42"	X	Rare	Box of paper	NA	1-2x/day	Rare	1%	or	1x	or	6-12 min/hr
Lifting 26-50# from 38" to 60"	NA					Occasionally	2-33%	or	Up to 20x	or	Up to 20 min/hr
Carrying 0-10# 5-50 feet	X	Rare	Binders, file, papers	NA	2-5x/hr	Frequently	34-66%	or	21-120x	or	Up to 40 min/hr
Carrying 11-30# 5-50 feet	X	Rare	Box of paper	<1 mins	1-2x/day	Constantly	67+%	or	>120x	or	>40 min/hr
Carrying 26-50# 5-15 feet	NA					Effort: List actual measurement in seconds or minutes per event.					
Pushing 10-20# of force, 20-40 ft	X	Rare	Hand truck w/ papers	<1 min	1-3x/wk	Weight/Force: Actual weight or force, measured in foot/lbs.					
Pulling 10-50# of force, 5-40 ft	X	Rare	Hand truck w/ papers	<1 min	1-3x/wk	ENVIRONMENTAL FACTORS					
Reaching: above shoulder to 84". (# of inches)	X	Rare	Water plants, access binders, papers	<1 min	1-4x/day	Time Spent:	<5% Outside <input type="checkbox"/>	>95% Inside <input checked="" type="checkbox"/>	Comments:		
Reaching: to 12" off floor	X	Rare	Access bottom drawer	< 1 min	1-2x/day	Temperature:	Normal <input checked="" type="checkbox"/>	Temp Change <input type="checkbox"/>	Comments:		
Grasp/Power or trigger grip:	X	Rare- Freq	Driving – long distance by admin only	10 <sup>+</sup> -5 hrs		Humidity:	Normal <input checked="" type="checkbox"/>	Wet/ <input type="checkbox"/>	Dry <input type="checkbox"/>		
Pinch:	X	Occ – freq	Writing	1-5 mins	40 mins/hr	Atmosphere:	Dust <input checked="" type="checkbox"/>	Fumes <input type="checkbox"/>	Gas <input type="checkbox"/>		
Fine Manipulation/ Dexterity:	X	Occ-freq	Writing	1-5 mins	40 mins/hr	Hazards:	Mechanical <input type="checkbox"/>	Electrical <input type="checkbox"/>	Burns <input type="checkbox"/>		
POSITIONAL ACTIVITIES	Essential for job	Frequency of Activity	Comments	Sustained	Repetitive	PPE Req.:	Ear Plugs <input type="checkbox"/>	Safety Glasses <input type="checkbox"/>	Coveralls <input type="checkbox"/>		
Balance	NA						Footwear <input type="checkbox"/>	Gloves <input type="checkbox"/>	Other: kneepads		
Bend	X	Rare-occas	Access bottom drawer	NA	1-2x/day	Surfaces:	Slippery <input type="checkbox"/>	Uneven <input type="checkbox"/>	Other:		
Kneel (May squat instead)	X	Rare-occas	Access bottom drawer	<1 min	1-2x/day	Sustained	# of min 0	Intensity	Other:		
Crawl (use kneepads)	X	Rare	Check connections	1-2 mins	1-2x/year	Vibration:					
Climbing ladder/stairs	X	Rare	Access high shelf	<1 min	1x/wk						
Walking/Standing	X	Rare-occ	Mail run, printing, fax, filing, get supplies	10-15 mins	2-5% of day	Sensory Req.	Ess.	Freq.	Sensory Req.	Ess.	Freq.
Sitting, Sustained	X	Occ-freq	Phone, keyboard, write	¼ - 1 hr	20-40 min/hr	Speaking	X	Const	Touch	X	Freq-con
Foot Controls	X	Rare-Freq	Driving – long distance by admin only	10 <sup>+</sup> -5 hrs	1-7x/wk	Hearing	X	Const	Taste	NA	
Upper Extremity:						Vision	X	Const	Smell	NA	
Reaching behind body	X	Rare	Phone answer for V-P of HR	< 1 min	1x/hr	Color Discrimination	NA		Balance	NA	
Repetitive front to side arm movement	X	Occas	Answer phone	< 1 min	10-15 min/hr	PDC Level Comments: Light-Medium					
Awkward wrist motions	NA		By choice of keyboard placement			Rogue Valley Manor/Pacific Retirement Services					
Impact to palm/hand	NA		By choice of keyboard placement			Job Analysis – Clerical/Administration					
Keyboarding/10 key	X	Freq-const	Data entry	1-3 mins	20-45 min/hr	Pam Ames, PT, CEES 3/16/06 License #3472					