



Internal/External Job Posting

Job Number: 005620

Closing Date: February 13, 2019 - Extended

Resumes received in our office after the closing date will not be considered.

Position Title:	Audit Manager
Salary Band:	P/R
Range:	DOE (Salary will be determined based on experience, qualifications and attributes.)
Work Location & Schedule:	Anchorage This is a regular exempt Anchorage based position on an urban schedule of a 40-hour week or 9/80-work schedule. Relocation benefits may apply.
Number of Positions:	One (1)
Recruiting Contact:	Tracey L. Mueller, Employee Relations Manager Alyeska Pipeline Service Company E-Mail: alyeska_jobs@alyeska-pipeline.com Apply on-line at www.alyeska-pipe.com
Minimum Qualifications:	<p>Applicants must meet or exceed these minimum job requirements to apply for this position.</p> <ul style="list-style-type: none"> ▪ Bachelor's degree in Engineering, Business Administration, Finance, Accounting or other related field ▪ Six (6) years of related work experience ▪ Broad knowledge of performing various assessment and assurance type activities, business planning, financial and data analysis ▪ Analytical skills to evaluate risk, complex processes and operations ▪ Effective inter-personal skills to work across teams at all levels within the organization ▪ Strong ability to constructively assist in the identification of risk and of effective solutions to programmatic and procedural compliance issues ▪ Experience in applying concepts of internal controls through performing assurance activities such as assessments, inspections, audits, and process reviews ▪ Proven record of managerial success and ability to initiate and follow through on work objectives, and to manage teams against schedule, scope and budget ▪ Well-developed leadership, influence and negotiating skills ▪ Self-motivated with excellent time management skills ▪ Extensive and well-developed written and verbal communication skills ▪ Strong Excel, Word, PowerPoint, and Outlook skills
Preferences:	<ul style="list-style-type: none"> ▪ Master's degree in Business Administration, Finance, Accounting, or a related field ▪ Certified Public Accountant, Certified Internal Auditor or Certified Information Systems Auditor ▪ Ten (10) years of experience in oil and gas ▪ Power user in Excel, Word, PowerPoint, and Outlook
Accountabilities and Specific Requirements:	<p>Under the direction of the Sr. Vice President, Chief Financial Officer, the Audit Manager is an integral part of the CFO organization and serves as a key risk advisor to the Alyeska Management team.</p> <ul style="list-style-type: none"> ▪ Through the audit and advisory process, the Audit Manager will help improve the performance of the company's financial, operational, and managerial processes to help ensure the organization appropriately mitigates risk while complying with all relevant laws, regulations and standards. ▪ The Audit Manager has company-wide accountability to evaluate, assess and monitor (through the audit program) activities designed to manage and mitigate risk. ▪ The Audit Manager will utilize a risk based approach to plan, prioritize and manage the annual audit plan in collaboration with the leadership team, the executive team and the Owner Audit Subcommittee.



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	<ul style="list-style-type: none"> ▪ The Audit Manager will develop, evaluate, and review audit procedures and standards to ensure that audits are conducted professionally and consistently. ▪ The Audit manager will lead, direct, evaluate, and develop a team of audit a professionals to ensure audit activities are conducted to the high standards of accuracy and credibility according to regulations and industry standards. ▪ This position routinely interfaces and consults with the Audit subcommittee and supervises audit professionals on the internal audit team.
Knowledge, Skills and Abilities:	<ul style="list-style-type: none"> ▪ Risk-based analysis & problem solving ▪ Internal and external relations with the ability to relate to people in all disciplines inside and outside the company ▪ Planning and organization skills with the ability to manage performance against schedule, scope and budget ▪ Negotiations ▪ Business report writing skills ▪ Leadership, planning, collaboration, mentoring, initiative, analysis, ability to influence, and problem solving are imperative to this role. Must have the ability to communicate effectively and collaboratively with team members and client teams. Individuals applying for this position should be able to demonstrate and drive business acumen throughout the company and have a sound understanding of the company's operations.
Contributor Level	Manager/Director
TAPS Safety Culture	<p><u>Act With Discipline</u> Be prepared to work and arrive to work rested. Complete all pre-job planning steps. Complete all training and qualifications. Follow all required processes and procedures and use the right tools for the job. Complete all post-work activities.</p> <p><u>Take a System View</u> Assess how a task can impact others, seek input, and make all necessary notifications.</p> <p><u>Make Sound Decisions</u> Involve the right people at the right time. Identify if conditions change and act accordingly.</p> <p><u>Learn, Improve, Innovate</u> No task on TAPS is routine; be alert to emerging risks. Communicate hazards and share lessons learned from past experiences.</p> <p><u>Speak Up, Step Up</u> Alyeska fully supports the authority of every TAPS worker to speak up, take action, and stop work, regardless of role or responsibility. Participate in developing and implementing solutions.</p>
Pre-Employment Drug Screen Testing	<ul style="list-style-type: none"> ▪ Alyeska Pipeline Service Company (APSC) requires pre-employment drug testing utilizing hair test collections for all positions. The preferred collection site is from the head (approximately 1/2 inch of hair length necessary). Head hair testing provides an approximate 90 day window of detection that checks for drug use. In addition, for Department of Transportation covered positions, APSC will also utilize urinalysis testing. Any drug test makes you ineligible for APSC employment. ▪ It is important to note that APSC does not seek or accept any genetic information as part of the hair testing procedure or any other process that could directly or inadvertently provide genetic information (family medical history).
Employment Verification using E-Verify	<ul style="list-style-type: none"> ▪ Federal Law requires all employers to verify identity and employment eligibility of all persons hired to work in the United States. Alyeska Pipeline Service Company participates in E-Verify. ▪ E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S Department of Homeland Security and Social Security Administration records to confirm employment eligibility. http://www.dhs.gov/e-verify
TWIC	<ul style="list-style-type: none"> ▪ The Alyeska Valdez Marine Terminal (VMT) is a regulated facility, and the employee hired to work on the VMT or to provide emergency support or other approved work for the VMT will be required to have a Transportation Worker Identification Credential (TWIC). For more information about this Federal credential access the Web site listed below. The successful candidate for this job will be notified if a TWIC will be required and will then be responsible for enrolling and obtaining a TWIC prior to their hire date. http://www.tsa.gov



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