

Internal Audit Manager

Location: Rochester, NY

Paychex, Inc. is a leading national provider of payroll, human resource, and benefits outsourcing solutions for small- to medium-sized businesses. Paychex was founded in 1971. With headquarters in Rochester, New York, the company has more than 100 offices and serves more than 522,000 clients nationwide. FORTUNE magazine rated Paychex one of "100 Best Companies to Work For" in America three straight years (2002-2004). We are currently seeking "Great People for this Great Opportunity."

Specific Responsibilities:

- Participates in development of the annual audit plan and entity-wide risk assessment. Ensures annual objectives are completed and prepares an audit results summary for the Audit Committee.
- Assists in the preparation of Board of Director, Audit Committee, and Senior Management communications.
- Coordinates and directs audit staff to ensure Sarbanes-Oxley 404 internal control documentation is updated and that related test work is completed. Summarizes control deficiencies and appropriately communicates to management to ensure proper remediation.
- Coordinates, performs, and directs staff in the execution of financial, Information Technology, and operational audits at selected branch locations.
- Reviews critical processes and strategic initiatives within Human Resource Services, Information Technology, and Corporate Finance to assess appropriateness of internal controls. For specific areas reviewed, prepares individual reports for management summarizing significant control deficiencies.
- Facilitates the relationship between the Company's Finance and Information Technology business units and the Company's external accountants. Coordinates onsite meetings, timing of procedures, and preparation of audit reports.
- Involved in significant company initiatives which may include product and system development, implementation of new business processes or control enhancements, and performance of due diligence procedures for acquired companies.
- Coordinates the review of general IT controls for the Company including system access, change control procedures, system administration, and disaster recovery procedures.
- Supervises internal audit staff to ensure the effective completion of their responsibilities.

Position Requirements:

CPA, CISA or CIA required. Minimum of 6-8 years of public, internal audit, or related experience.

To Apply:

If you are interested in applying for this opportunity, please visit our website at www.paychex.com/careers to create a profile and apply for reference code position 08012PY.

EOE

Must be authorized to work in the U.S.