

**JOB OPENING
PLEASE POST**

**INTERNAL COMPLIANCE AUDITOR (CONTRACTS/GRANTS)
FULL-TIME
PORTAGE, SUMMIT, OR STARK COUNTY**

Coleman Professional Services, a nationally recognized not-for-profit provider of behavioral health and rehabilitation programs, is an organization that is committed to fostering recovery, building independence, and changing destinies for individuals, families, and businesses in our community. Due to growth, we seek to fill a new Internal Compliance Auditor position to conduct audits of varying complexity and subject matter to ensure Coleman's compliance with contract and grant requirements.

Duties include conducting planning research and interviews, developing audit objectives and work plans, collecting and analyzing information from a variety of sources (digital, paper, through interviews, etc.), developing audit findings and recommendations based on analysis, drafting reports and plans of correction, reviewing reports for accuracy and quality assurance, and conducting follow-up reviews of previous audits. This important position will perform diverse duties of an advanced and specialized nature, and exercise judgment in analyzing facts or circumstances surrounding issues.

Candidates must have a Bachelor's degree in Public Administration, Accounting, Finance, Statistics, Business Administration, Economics, or related field and at least two years of auditing or compliance-related experience in a complex, not-for-profit organization, or an equivalent combination of training and experience to perform the essential duties of the job. Candidates must also be able to collect, compile, analyze, interpret, and present data and develop appropriate solutions, and be able to plan and organize work to handle multiple projects and meet deadlines. Working knowledge of Microsoft Office Suite with advanced Excel proficiency are required, and well as excellent writing skills, including the ability to document processes and prepare audit findings. Preferred candidates will have experience with electronic health records and related certification (e.g., C.I.A., C.P.A., C.I.S.A., C.G.A.P., C.M.A., C.F.M., C.F.E.).

Benefits options include health, life, pension, paid time off, and more. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. E.O.E. Persons with a disability can request an accommodation to complete the application process by emailing careers@colemanservices.org with the subject line "Accommodation Request."

If interested in applying for this position, visit our website at www.colemanservices.org and select the Join Our Team tab and then Careers.

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*An Equal Opportunity
Employer and Service
Provider*

*In association with
Portage, Medina and
Stark County
Community Mental
Health Boards*

*Accredited by CARF,
the Commission on
Accreditation of
Rehabilitation Facilities*