**JOB OPENING**

Posting No. 27*15

**DATE JOB PUBLICIZED:** 
July 27, 2015

**LAST DAY PUBLICIZED:** 
July 31, 2015

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| Internal Audit    | Internal Auditor | 1. Bachelor’s Degree in Accounting or Finance from a 4 yr. college /university, with a minimum GPA of 3.0., in both major and overall.  
MBA or Master’s degree preferred.  
2. Good written and verbal communication skills.  
3. Working knowledge of the Microsoft Office package.  
4. Ability to travel domestically up to 75% of the time.  
5. Ability to adapt to changing conditions and responsibilities. | 1. Conduct or assist in conducting simple to moderate audits of accounting & statistical data of various departments, divisions, & locations in order to verify accuracy & level of company policy compliance with regard to: purchasing, inventory control, credit extension & approval, cash receipts, cash disbursement, accounting standards, sales procedures, safety, regulatory agencies; systems & security; acquisition due diligence, & laws.  
2. Review records pertaining to material assets through physical count, inventory, & confirmation, & determine degree to which they are utilized.  
3. Analyze data obtained for evidence of deficiencies in controls, duplication of effort, extravagance, fraud, or lack of compliance with laws, government regulations, and management policies or procedures.  
4. Prepare and submit reports on the results of audits, recommending improvements in policies & procedures.  
5. Assist branch & division personnel with specific problem areas & provide a link between sales location & corporate office.  
6. Cooperate with outside auditors in any undertaking that may expedite their work.  
7. Participate in special projects as needed.  
8. May review data regarding material assets, net worth, liabilities, surplus, income, & expenditures. |

Interested students should email their cover letter, resume, and unofficial transcript to MoakS@HelenaChemical.com.

**ONLY THOSE CANDIDATES WHO SPECIFICALLY MEET THE ABOVE STATED REQUIREMENTS WILL BE INTERVIEWED**

CAREER OPPORTUNITY APPLICATION FORMS AVAILABLE IN THE HUMAN RESOURCES DEPARTMENT