

JOB POSTING

Job Title: Vice President, Corporate Audit Services

Department: Corporate Audit Services

Reports to: Chief Financial Officer

Summary

The VP, Corporate Audit Services, has oversight responsibility for two corporate functions: (1) the Corporate Audit Services group (CAS), which serves as the internal audit function for the global organization, and (2) the Corporate SOX Program Management Office (SOX PMO), which governs and oversees the Company's SOX Compliance Program. These functions are independent yet closely aligned in their risk mitigation goals and objectives for the organization, so common oversight achieves efficiencies in approach and execution. The VP functions as the Company's Chief Audit Executive. The role reports to the CFO and functionally reports to the Audit Committee of the Board of Directors.

Primary Functions and Essential Responsibilities

At the highest level, the VP maintains dialogue with both the Audit Committee and senior management of the organization, and is committed and engaged to:

- Serve as a change agent to influence behaviors and bridge silos across the organization, to solve problems and achieve strategic objectives,
- Align CAS and SOX PMO focus with business strategies and partner with the businesses to anticipate risks and provide advice to support achievement of business strategies,
- Provide objective, independent assurance, compliance, and insight to the Audit Committee and management, and
- Balance capabilities, talent, costs, and service levels to fulfill CAS and SOX PMO responsibilities.

CAS operates under a charter approved annually by the Audit Committee. The VP attends all Audit Committee meetings and formally presents at several meetings the annual plans, audit reports, and/or progress/status reports for both CAS and the SOX Compliance Program.

The VP ensures close relationships, coordination and communications are maintained with other corporate office functions and the external auditors.

Currently the CAS and SOX teams have 12 and 2 budgeted professional FTEs, respectively. There are also numerous relationships with professional services firms and independent consultants, who generally act as co-sources, staff augmentation, or subject matter experts.

Responsibilities:

- Develop and coordinate the missions and strategic goals and objectives of both CAS and SOX PMO.
- Develop and monitor the CAS Audit Plan to support achievement of charter goals and objectives and support the Company in overall risk management.

- Direct CAS in the efficient and effective execution of the Audit Plan and delivery of formal audit reports to unit management that communicate objective audit recommendations and process improvements.
- Direct SOX PMO in the development and communication of an annual SOX 404 Compliance Plan for the operating units, providing guidance, and monitoring the status and results of the unit-level assessments, and areas for proactive monitoring and continuous improvement.
- Maintain a thorough understanding of the Company's organizational goals, strategies, industry trends, products and services, corporate ethics and governance practices and processes.
- Maintain a thorough understanding of the Sarbanes-Oxley Act, Sections 404 and 302 including related changes in the laws/regulations, developments in public company practices, and Company reporting requirements.
- Direct CAS and SOX in the preparation and communication of annual plans, audit reports, status/progress reports, Disclosure Controls Committee reports and other ongoing communication to the Audit Committee, senior Corporate and business unit management, and the SOX Governance Group.
- Provide guidance to business unit management on risk and control issues and deficiency management.
- Communicate with external auditors and support their initiatives effectively while managing against the CAS and SOX Plan objectives. Oversee coordination of the work of CAS and SOX PMO with work performed by PwC.
- Maintain and monitor compliance with department policies and procedures.

Cross-Functional Efforts

- Lead the SOX department in working with the GHC General Counsel's Office in the administration and facilitation of the annual company-wide Code of Business Conduct/Conflicts of Interest Certification.
- Monitor the Company's Ethic's Hotline communications and coordinate follow-up/investigations with Legal and HR as appropriate.
- Lead or participate on general cross-functional efforts within the Company to improve company operations. This could include project task forces, internal control committees, corporate-wide initiatives, process reengineering teams, or other cross functional efforts.

Staffing / Resources

- Oversee and manage the hiring and training of qualified internal and external CAS and SOX staff resources. Coach and mentor members for performance and development. Set standards for the quality and documentation of their work.
- Oversee relationships and/or manage external resources/consultants for CAS and SOX PMO.

Essential Skills, Abilities, and Attributes

- Bachelor's degree in accounting, finance or business administration.
- At least 15 years of experience in finance and/or operations positions of increasing management responsibility that preferably include the oversight of an internal audit function, the evaluation of internal control systems, and management of large-scale compliance efforts.
- Public accounting experience required. Manager level in assurance strongly preferred.
- CPA required. MBA a strong plus.
- Demonstrated strong and effective leadership skills in dynamic environments.
- High level of ethics, integrity and professionalism.
- Working knowledge of GAAP, auditing standards, the COSO framework, risk and control issues, and SOX 404 implementation requirements.
- Ability to operate at both a strategic and tactical level.



- Ability to develop and cultivate positive relationships with senior management at both the corporate and business unit levels.
- Superior analytical, critical thinking and problem-solving skills.
- Strong project management, risk management, and process improvement skills. Experience managing cross-functional efforts across large organizations is a plus.
- Ability to respond effectively to sensitive inquiries or complaints.
- Ability to organize and lead temporary teams.
- Outstanding interpersonal, oral/written communication and collaboration skills.

Travel:

- Required.
- Currently GHC is operating in a remote environment. Historically, travel has been about 15-25% annually; covering both domestic and international trips to the Company's operating units.

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, functions, and tasks required of an individual assigned to this job.

The Company

Headquartered in Arlington, Va., Graham Holdings Company is a diversified education and media company whose operations include educational services; television broadcasting; online, print and local TV news; home health and hospice care; manufacturing, digital marketing, restaurants and other emerging operations. Graham Holdings Company delivers quality products and services to today's students, viewers, customers, patients and advertisers. What unites our Company is a commitment to excellence across all of our business lines.

Our People and Culture

We strive to create and maintain an inclusive workforce of talented people reflecting global diversity where all forms of individuality are valued, appreciated and celebrated. This is a core tenet of our Company. While not perfect, we won't stop trying.

Graham Holdings - Diverse Companies - Diverse People - Shared Values

Benefits

A comprehensive benefits package includes three medical plans, two dental plans, vision, pension, 401(k) with immediate match, PTO, flexible schedule/remote work, life insurance, AD&D, short and long-term disability, healthcare spending account, dependent care spending account, health savings account, legal plan, tuition reimbursement, employee referral, employee discounts & deals and more.

Send resume, cover letter and salary requirement to: careers@ghco.com

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or protected veteran status, or any other legally protected basis, in accordance with applicable law.