

# Director of Internal Audit



## THE ARCHDIOCESE OF GALVESTON-HOUSTON

**JULY 2025**

Search conducted by:

 **EMA Partners**

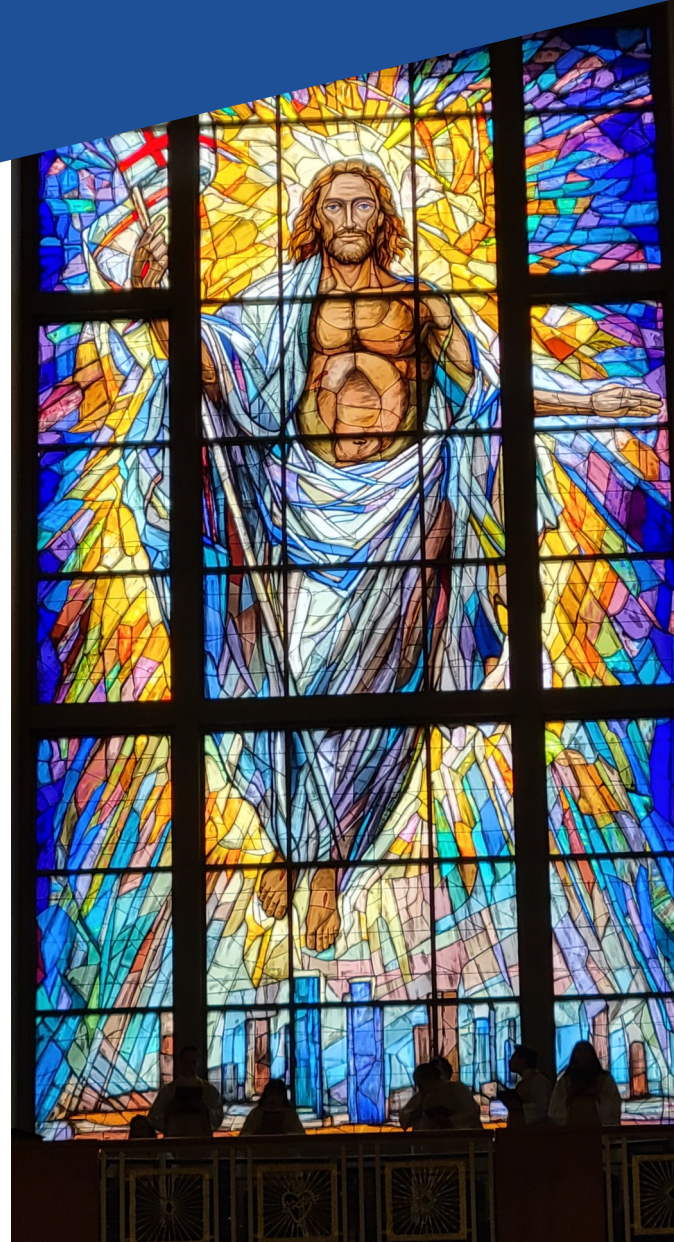


**TRINITY EXECUTIVE PARTNERSHIP**

*Your Catholic Connection for Executive Search*

The **Archdiocese of Galveston-Houston**, led by Archbishop Joe S. Vasquez, is a multicultural Church with active members from every continent of the world. The Church prays and celebrates in over 14 languages in 146 parishes, and participates in activities of social justice, supports the good works of persons in other countries, and prepares its children and young people to be responsible members of the community— doing all this in the name of the Lord, Jesus Christ.

Today, more than 1.7 million Catholics live within the boundaries of the Archdiocese of Galveston-Houston, making it the diocese with the largest population in the state of Texas and the 5th largest in the United States.



## Internal Audit

The Internal Audit Department provides services to the Parishes and archdiocesan departments in the Archdiocese of Galveston-Houston.

The Internal Audit Department is chartered by the Archbishop to provide financial and operational oversight of the Parishes, Schools and Chancery offices in the Archdiocese of Galveston-Houston. Internal Audit will furnish administrative reviews, analyses, recommendations, counsel and information concerning the business activities reviewed. This department is also responsible for working with the outside auditor and ensuring that consistent financial guidelines exist for the entire Archdiocese, and for monitoring compliance.

For more information please visit:

<https://www.archgh.org/>

# KEY ROLES & RESPONSIBILITIES



The **Director of Internal Audit (DIA)** is a full-time, exempt position. The DIA reports to the Director of Secretariat for Administration and is responsible for leading the Internal Audit department in its work to add value by improving the organization's operations, internal control processes, risk management, and compliance with Archdiocesan policies and procedures and state and federal regulations. The DIA will lead a team of audit professionals in performing operational and financial audits for the parishes, schools, and other entities of the Archdiocese.

The DIA must be a practicing Catholic in good standing with the Church who fully understands and supports Catholic teaching and has the ability to collaborate with pastors, parish staff, and laity. All archdiocesan employees are required to uphold the standards of the Catholic Church in their day-to-day work and personal life and are expected to be persons of integrity, conducting themselves in an honest and open way in a manner consistent with the discipline and teachings of the Catholic Church.

Personnel are expected to follow rules of conduct that will protect the interests and safety of all, including the standards and policies set forth in the Archdiocesan Ethical and Personal Conduct Policy and other Archdiocesan Policies and Guidelines.

## The essential duties and responsibilities include, but are not limited to:

- Directs the overall operations of the internal audit department, including planning, developing and conducting financial and operational audits and reviews.
- Prepares and implements a risk-based audit plan.
- Establishes and maintains an organizational structure and staffing to effectively accomplish organization's goals and objectives and oversees recruitment, training, supervision, and evaluation of staff.
- Implements audit program to assess effectiveness of internal controls, accuracy of financial data, and compliance with policies of the Archdiocese of Galveston-Houston and requirements of federal and state laws.
- Prepares audit findings, writes audit reports, and develops recommendations, then presents these at closing meetings following each project.
- Ensures projects are conducted in conformity with standards promulgated by the Institute of Internal Auditors and Archdiocese policies, procedures or objectives.
- Performs special projects upon request and/or investigates irregularities and recovers, as necessary, parish or Archdiocesan funds that may have been misappropriated.
- Works with other departments to maintain policies and procedures within Parish-School Control Manual.
- Presents at Archdiocesan and/or parish or school meetings and trainings on occasion throughout the year.
- Presents status of the department, audit plans, and budgets to Archdiocese Audit Committee at quarterly meetings and to Moderator of the Curia/Director of Secretariat for Administration at monthly secretariat meetings.



# QUALIFICATIONS

## Required:

- Practicing Catholic in good standing with the Church
- Thorough knowledge of the principles of Catholic Stewardship as set forth in *Stewardship: A Disciple's Response*
- Degree in Finance, Accounting, or related field
- 5-10 years of Audit management experience; CPA required and CIA or working toward the CIA certification is preferred
- Ability to define problems, collect data, establish facts, and draw accurate conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Effective time-management and ability to meet deadlines
- Strong interpersonal and exceptional communication and organization skills, ability to prioritize as well as be able to multi-task and arrange ongoing projects
- Occasional early morning/evening/weekend work required
- Valid driver's license
- Ability to lift/carry 25 pounds

## Preferred:

- Bilingual English/Spanish

## Work Environment:

- All employees of the Archdiocese of Galveston-Houston and affiliated entities are engaged in ministry and closely tied to the archbishop in the exercise of his ministry and obligations to the Church
- Will be required to adhere to established dress codes and conduct standards
- May be required to use personal or archdiocesan vehicle to drive to parishes or other off-site locations

The Archdiocese of Galveston-Houston has engaged EMA Partners/Trinity Executive Partnership to facilitate this search.

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Interested and qualified candidates should submit a cover letter and resume to:

[info@trinityexecutivepartnership.com](mailto:info@trinityexecutivepartnership.com)