

Nora Sutton

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SUMMARY

Internal Auditor with six years of progressive experience evaluating financial, operational, compliance, and **management controls** across public sector and regulated environments. Plans audit engagements, selects testing procedures and statistical samples, performs fieldwork, analyzes complex data, and connects evidence with practical recommendations. Assesses **information systems**, budgets, financial processes, operating procedures, and organizational controls against laws, policies, professional standards, benchmarks, and performance expectations. Produces clear reports, correspondence, presentations, and workpapers for varied management audiences. Reviews **federal funds compliance** and sub recipient audit reports, supports process redesign, and provides objective advisory guidance during sensitive reviews. Builds confidence across departments through respectful communication, confidentiality, and consistent follow through. Certified **Internal Auditor** with a Bachelor of Science in Accounting and a valid Ohio Driver License, prepared to improve accountability, efficiency, and service delivery through sound audit work.

EXPERIENCE

Senior Internal Auditor

January 2025 - Present

Midwest Civic Assurance Group

Dayton, OH

Leads financial, operational, and compliance audits across public service functions. Owns engagement planning, testing, fieldwork, reporting, federal funds review, and management communication. Advises department leaders on control design, process performance, corrective action, and service improvement.

- Planned public service audits with sampling methods, testing procedures, and documented fieldwork for management review.
- Compared controls, **information systems**, and procedures with standards, **benchmarks**, and performance expectations during engagements.
- Connected audit evidence with corrective actions, giving department leaders clear priorities for stronger controls.
- Reviewed federal funds documentation and sub recipient reports, identifying compliance gaps requiring management follow up.
- Researched statutory, administrative, contract, and regulatory requirements affecting audit conclusions and control design.
- Presented findings to managers and process owners, preserving **objectivity** and **confidentiality** during corrective action discussions.

Internal Auditor

July 2022 - December 2024

Buckeye Public Finance Consulting

Springfield, OH

Executed internal and operational audits for public and nonprofit clients. Evaluated **budgeting**, purchasing, revenue, asset management, and administrative processes while supporting advisory reviews, workflow redesign, **data analysis**, and client reporting.

- Executed public and nonprofit audits covering budgets, purchasing, revenue, assets, and administrative processes.
- Analyzed transaction populations with spreadsheet and statistical techniques, tracing sampled exceptions to source records.
- Assessed control design and process efficiency, then proposed recommendations addressing root causes and recurring issues.
- Researched local, state, and federal requirements, linking authoritative criteria with workpapers and client findings.
- Mapped workflows for advisory reviews, identifying redundant steps and practical **process redesign** options for leaders.
- Prepared correspondence, presentations, and report sections that connected audit evidence with clear conclusions.

Audit and Compliance Analyst

June 2021 - June 2022

Miami Valley Community Services

Dayton, OH

Performed compliance and control reviews for grant funded community programs. Organized workpapers, reconciled financial information, assessed policies, communicated documentation needs, and tracked remediation for audit and compliance leadership.

- Reviewed grant expenditures, approvals, supporting records, and reporting practices for community programs.
- Maintained structured workpapers, improving traceability between source records, testing results, and compliance conclusions.
- Reconciled program and financial data from multiple functions, preparing analytical summaries for leadership review.
- Compared policies with operating practice, identifying control gaps requiring clarification or additional monitoring.
- Requested sensitive documentation professionally, protecting confidential financial and personnel information during reviews.
- Tracked remediation items and prepared status updates showing outstanding compliance actions for management.

Internal Audit Assistant

October 2020 - May 2021

University Audit Office

Oxford, OH

Supported supervised audits of university administrative processes. Organized records, tested purchasing and expense transactions, researched policies, prepared data summaries, and maintained secure workpapers under approved engagement programs.

- Organized university audit records and completed defined testing steps under approved engagement programs.
- Tested purchasing and expense samples for approvals and supporting documents, recording exceptions in standard workpapers.
- Researched institutional policies and regulatory criteria, providing source references for senior auditor review.
- Prepared statistical summaries that identified unusual transactions and areas requiring additional testing.

- Drafted factual workpaper narratives and report schedules, supporting concise professional audit documentation.
- Protected financial and personnel records by following audit office procedures for secure information management.

PROJECTS

Federal Funds Compliance Review 2025

Reviewed sub recipient audit reports and grant compliance documentation, connecting federal requirements with management follow up and practical corrective actions.

Operational Process Redesign Review 2024

Mapped administrative workflows, analyzed redundant steps, and presented process redesign options that supported more efficient service delivery.

LEADERSHIP & AWARDS

- Certified Internal Auditor credential earned in 2024, reflecting professional preparation in internal audit issues and practices.
- Selected for progressive audit responsibilities after building trusted relationships across public and nonprofit management teams.
- Recognized by audit leadership for clear reporting, confidential handling of sensitive records, and practical recommendations.

EDUCATION

Bachelor of Science in Accounting

2020

Miami University GPA: 3.7

Oxford, OH

Coursework: Auditing, Accounting, Finance, Quantitative Analysis, Taxation

CERTIFICATIONS

- Certified Internal Auditor  2024
- Valid Ohio Driver License  2020

TECHNICAL SKILLS

- **Audit Methods:** Internal audit, financial audit, operational audit
- **Audit Planning:** Engagement planning, audit programs, fieldwork
- **Sampling Analysis:** Statistical sampling, quantitative analysis, data testing
- **Financial Systems:** Budgeting systems, accounting systems, financial controls
- **Information Systems:** Information systems, computer operations, systems controls
- **Compliance Review:** Federal funds, sub recipient audits, compliance monitoring
- **Legal Research:** Local laws, state laws, federal regulations
- **Process Improvement:** Process redesign, re engineering, workflow mapping
- **Reporting Tools:** Audit reports, workpapers, professional correspondence
- **Management Advisory:** Advisory reviews, organizational development, investigations
- **Finance Concepts:** Accounting, finance, economics
- **Governance Controls:** Management controls, operating procedures, performance standards

SKILLS

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|------------------------|-------------------------|--------------|-----------------------|
| • Internal auditing | • Audit planning | • Accounting | • Budgeting |
| • Financial auditing | • Audit fieldwork | • Finance | • Financial systems |
| • Operational auditing | • Statistical sampling | • Taxation | • Information systems |
| • Management controls | • Quantitative analysis | • Economics | |

PROFESSIONAL AFFILIATIONS

- Member, Ohio Internal Audit Professionals Network, 2023 to Present.
- Participant in public sector audit forums focused on professional standards, compliance, and management advisory practice.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST