


| EMPLOYMENT APPLICATION | | |
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|  | ORANGE COUNTY 333 W. Santa Ana Blvd Santa Ana, California 92701 HRS@ocgov.com http://www.ocgov.com/jobs Benuzzi, James T. 0010E1-1212-054(O) AUDITOR-CONTROLLER | Received: 1/13/13 9:57 PM For Official Use Only: QUAL: _____ DNQ: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____ |
| PERSONAL INFORMATION | | |
| POSITION TITLE: AUDITOR-CONTROLLER | | EXAM ID#: 0010E1-1212-054(O) |
| NAME: (Last, First, Middle) Benuzzi, James T. | | SOCIAL SECURITY NUMBER: _____ |
| ADDRESS: (Street, City, State, Zip Code) 6657 E. Prescott Ct., Orange, California 92867 | | |
| HOME PHONE: _____ | ALTERNATE PHONE: _____ | EMAIL ADDRESS: _____ |
| DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No | DRIVER'S LICENSE: State: CA Number: _____ | LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| PREFERENCES | | |
| PREFERRED SALARY: \$60.00 per hour; \$120,000.00 per year | | ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe |
| WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular | | |
| TYPES OF WORK YOU WILL ACCEPT: Full Time | | |
| SHIFTS YOU WILL ACCEPT: Day | | |
| OBJECTIVE: To work in a position where I can make a meaningful and significant contribution to benefit the citizens and businesses in the County of Orange. | | |
| EDUCATION | | |
| Nothing Entered For This Section | | |
| WORK EXPERIENCE | | |
| Nothing Entered For This Section | | |
| CERTIFICATES AND LICENSES | | |
| Nothing Entered For This Section | | |
| Skills | | |
| Nothing Entered For This Section | | |
| ADDITIONAL INFORMATION | | |
| Nothing Entered For This Section | | |
| REFERENCES | | |
| Nothing Entered For This Section | | |

Agency-Wide Questions

1. **What is your desired work location?**
Central/Civic Center
 2. **Are you a current or former County of Orange employee?**
No
 3. **What is/was your Job Title?**
 4. **Please provide your employment dates with the County of Orange.**
 5. **What Agency/Department do/did you work for?**
 6. **If you selected Other in question 5, please specify in the text box below.**
 7. **If formerly employed with the County of Orange, what name were you employed under?**
 8. **How did you hear about this position?**
County Website/Internet
 9. **May we contact your current employer?**
Yes.
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The following terms were accepted by the applicant upon submitting the online application:

Certificate of Applicant – By clicking ACCEPT, I certify that all statements made in this application and the attachments are true and I agree and understand that misstatements or omissions of any material fact may be cause for further investigation and may lead to disqualification or dismissal. I also grant permission for the County to verify any and all information contained within by contacting former employers and schools, etc.

This application was submitted by James T. Benuzzi on 1/13/13 9:57 PM

JAMES T. BENUZZI, CIA, MBA

Executive Summary

Led a successful Sarbanes-Oxley compliance audit while developing an Internal Audit Department for a medical technology company. Successfully started Internal Audit Departments in a municipal government setting and in a computer technology company. Instrumental in revitalizing the Internal Audit functions of a multi-million dollar insurance and management holding company and a multi-million dollar producer/seller of coffee, other beverages, and spices. Worked with clients in the telecommunications, mortgage loans, energy, logistics, and toy industries in finding solutions to business issues and challenges. Strong leadership, organizational, managerial, and team-building skills.

Summary of Accomplishments

Griffin Groupe/Hall of Fame Staffing 2011 - Present

- * Conduct Sarbanes-Oxley (SOX) compliance audits and other internal audit projects as assigned for a large energy company.

Farmer Bros. Co. Internal Audit Management 2009-2010

- * As the head of Internal Audit, refocused the efforts of the department to meet its goals and partner with senior management to help the organization improve the effectiveness and efficiency of its business processes, systems, and internal controls.
- * Worked with various departments to help maintain, adjust, and/or integrate, as necessary, controls and processes while the company acquired an operating division of another company.
- * Coordinated efforts with the company's outside auditors and achieved an unqualified opinion (passing grade) on the internal controls over financial reporting (Sarbanes-Oxley compliance).
- * Developed and implemented a system to detect, investigate, and pursue recovery of potential fraud/missing assets that may occur at any company location (sales branches, distribution centers, corporate offices). About \$30,000 had been recovered and at least an additional \$25,000 was in process of recovery.

Audit Oversight Committee, City of Placentia, CA 2006 – Present

- * As original member and current Committee Chairman, work effectively with the City Council, City Staff, and outside auditors in order to discharge Committee duties and responsibilities.
- ☐ Review internal controls throughout the City and recommend ways to improve and strengthen the controls and processes.
- ☐ Evaluate the City's annual financial reports, review monthly and quarterly financial and operational data, and recommend improvements to the City's financial reporting process as well as the content and format of the reports.
- ☐ Actively engaged with the outside auditors through communicating the Committee's expectations, reviewing progress and quality of their work, evaluating issues reported, and monitoring budget and actual fees.

Robert Half Management Resources Consultant 2007 – 2009

- ☐ Through a special project, developed a plan and designed an internal control methodology for a logistics company to document and implement in its warehouse and related operations.

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- ☐ Worked with Japanese Sarbanes-Oxley (J-SOX) internal controls for a toy manufacturer and distributor. Documented walkthroughs, evaluated and helped with any necessary remediation, and conducted internal control testing in various business processes.

LOGIN Financial Consultant 2005 – 2007; 2010

- ☐ Worked with clients in the telecommunications, mortgage loans, and public utility/energy industries as a Consultant.
- ☐ Assessed business risks, reviewed risk mitigation strategies, evaluated internal control structures, and identified opportunities to strengthen internal controls.
- ☐ Conducted special audit/investigation and completed Sarbanes-Oxley compliance audits.
- ☐ Provided clients opportunities to improve effectiveness and efficiency of business processes/operations, identify areas to reduce expenses, and evaluate increased revenue potential.

Endocare, Inc. Director of Internal Audit 2004 – 2005

- ☐ Led a successful Sarbanes-Oxley implementation, as Director – Internal Audit, resulting in the company receiving an unqualified opinion from the outside auditors in the first year of required Sarbanes-Oxley compliance reporting.
- ☐ Developed a viable Internal Audit Department, using a business risk based approach in advance of implementing a comprehensive Internal Audit plan.
- ☐ Designed and implemented standards and controls in production management and cost accounting. Company used MAS 200. SOX implementation included testing of these internal controls.
- ☐ Worked effectively with the Audit Committee, CEO, management, and the Board.
- ☐ Developed an Internal Audit Charter and Internal Audit job descriptions.
- ☐ Raised the awareness level regarding the importance of internal controls and Sarbanes-Oxley compliance through presentations at all-employee meetings and new employee orientations.

MTI Technology Corp. Director of Internal Audit 2002 – 2003

- ☐ Started the first Internal Audit Department for the company as Director – Internal Audit.
- ☐ Identified potential audit areas, developed an assessment of business risks, and implemented a comprehensive Internal Audit plan.
- ☐ Developed an Internal Audit Charter.
- ☐ Conducted investigations of potentially fraudulent activities and evaluated possible Code of Ethics violations.
- ☐ Developed a brochure for all employees describing internal controls and the nature of the work of Internal Audit.

PacifiCare Behavioral Health Project Manager 2001

- ☐ As Project Manager, chaired and revitalized a cross-functional risk assessment team that identified and evaluated risks across the organization through prioritizing risks, recommending mitigation strategies, and following up on actions taken.
- ☐ Resurrected an internal audit and review function that identified opportunities to strengthen internal controls, improve operating efficiencies, reduce costs, and increase revenue.
- ☐ Communicated issues and results throughout various levels of the organization – staff, peers, Director of Accounting, VP of Finance, and CEO.

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JTB Enterprises Consultant 1999 – 2002; 2007-2008; 2010

- ☐ Helped a client, in the role of Consultant, work out and resolve financial, management, accounting, and internal control issues with the outside auditors that persisted for at least the previous two years.
- ☐ Convinced a client to change how maintenance warranty service revenue was recognized and recorded.
- ☐ Wrote an internal control guide for client management and staff to use for various system functions and in making business decisions.
- ☐ Developed and helped implement credit and collection policies and procedures for a client.

City of Orange, CA Internal Audit Manager 1998 – 1999

- ☐ Developed an assessment of business risks and a comprehensive, Internal Audit plan as the first Internal Audit Manager in City history.
- ☐ Investigated potentially fraudulent activities and questionable ethical conduct that did not appear consistent with the City's policies and procedures, as well as prudent business practices.
- ☐ Responsible for overall relationships with the outside auditors – selecting the firm, reviewing the fees, monitoring progress of the work, and following up on any significant issues raised.
- ☐ Wrote an Internal Audit Charter.
- ☐ Developed and monitored the department budget.

Farmers Group, Inc. Internal Audit Management 1980 – 1998

- ☐ Developed and implemented, as part of the Internal Audit management team, the company's first audit universe and risk assessment, upon which one, three, and five year plans were based.
- ☐ Chaired the company's Audit Standards Committee, formed to raise and maintain a high level of quality throughout all of Internal Auditing, through leadership in audit practices and procedures, internal training, and outside education.
- ☐ Motivated the Reinsurance Accounting section to initiate recovery from brokers and reinsurers of about \$2.5 million of reinsurance on claims that otherwise would not have been recovered.
- ☐ Prompted the design of a system to accurately track and ultimately recover reinsurance on eligible claims.
- ☐ Determined that a programming error and lack of internal controls caused the company to overpay about \$800,000 of commissions to agents over a nine month period, and management decided to recover the overpayments through commission chargebacks.
- ☐ Contributed to a cross-functional Joint Application Design team to develop prudent business practices and effective internal controls over computer hardware intended for agents.
- ☐ Worked effectively with the Audit Committee, CEO, management team, staff, and peers.
- ☐ Developed and administered the department's annual \$8 million budget, encompassing about 125 people.

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- ☐ Monitored the outside auditors through follow up of work progress, evaluating issues raised, and reviewing fees charged.
- ☐ Conducted investigations of potential fraud.

Education

Western Illinois University – Bachelor of Business Degree, Accounting Major

Chapman University – MBA

Certified Internal Auditor (CIA) Exam

Contact Information

Cell:

Business:

E-Mail: