



# DIRECTOR OF INTERNAL AUDIT

FORT SMITH, ARKANSAS



EXECUTIVE  
RECRUITMENT  
PROVIDED BY  SGR



# THE COMMUNITY

Welcome to Fort Smith, Arkansas—where you can relive America’s frontier heritage, explore a remarkably scenic landscape, and discover an unexpected urban contemporary art scene.

Located on the Arkansas River at the Arkansas-Oklahoma border, scenic Fort Smith is where you can “expect the unexpected.” Covering just over 65 square miles, the City sits at the crossroads of Interstates 40 and 49 and US Highways 64 and 71 in Sebastian County. Fort Smith is the third largest city in the state and has a population approaching 91,000. This thriving community is a hub for commerce and boasts a diverse economy, a rich history, and a promising future. The U.S. Army established Fort Smith as a military outpost in 1817. The City was incorporated on December 24, 1842, and still has an active military presence with the Fort Chaffee Maneuver Training Center operated by the Arkansas National Guard and the 188th Wing, Arkansas Air National Guard. Steeped in Old West lore—from books and films like True Grit to famous and infamous real-life characters like Belle Starr, Judge Isaac C. Parker, U.S. Deputy Marshall Bass Reeves, and the founder of the U.S. Army Rangers, General William O. Darby— Fort Smith honors its colorful past while embracing development opportunities that will both preserve the uniqueness of the community and ensure its future growth.

There are several major developments on the horizon for Fort Smith. The City has prepared a community vision statement and update of a comprehensive plan to guide Fort Smith’s future growth and to adopt development guidelines which reflect the community’s values. Some major employers in the area include ArcBest Corporation, Glatfelter, Gerber, ABB, Mercy Hospital and Baptist Health Medical Center. Umarex USA/Walther Arms, Mars Petcare, oil and gas companies, technology industries, and a strong retail sector have also created a dynamic economy in the Fort Smith region. In March 2023, the U.S. Air Force announced Ebbing Air National Guard Base in Fort Smith has been selected to host the F-35 Foreign Military Sales program that trains military personnel from allied nations on the fifth-generation fighter jet, as well as the new home for the 425th Fighter Squadron, a Republic of Singapore F-16 training unit. The training center is expected to have a \$1 billion economic impact on the Fort Smith area.



POPULATION: 90,837  
MEDIAN AGE: 38



AVERAGE HOME PRICE: \$175,720



MEDIAN INCOME: \$81,694



COST OF LIVING:  
23% BELOW NATIONAL AVERAGE



## THE COMMUNITY, *continued*

The area offers a variety of unique cultural and recreational attractions for residents and visitors that includes a new bike skate park. Fort Smith is home to Arkansas' oldest symphony orchestra and the state's oldest continuously operating volunteer little theater. Other attractions include the Fort Smith Regional Art Museum, the Museum of History, and the Western Arkansas Ballet. Fort Smith is home to the US Marshals Museum, which represents the oldest federal law enforcement agency in the nation. The City has completed a \$10.9 million aquatics center, accomplished jointly with Sebastian County. From parks and walking trails to on and off-road biking and the Janet Huckabee Arkansas River Valley Nature Center, the City offers outdoor activities for all ages. There are also plenty of hiking and fishing opportunities around places like Lake Fort Smith State Park. Fort Smith is also a gateway to the beautiful Talimena Scenic Byway, which winds 54 miles along the crest of Rich Mountain and Winding Star Mountain in the Ouachita National Forest.

## EDUCATION

Fort Smith is served by the Fort Smith Public School District, which is one of the largest districts in the state. It has 27 campuses and an enrollment of around 14,000 Pre-K - 12 students. Eight of the district's elementary schools and all its secondary schools have earned honors as Arkansas Schools of Excellence. FSPS also includes a campus for Peak Innovation Center, a premier, multi-million dollar facility designed for career-focused programming. Fort Smith is home to several public charter schools including Haas Hall Academy, Premier High School and Future School of Fort Smith, as well as the Community School of the Arts. There are also several private schools in the area including Immaculate Conception Elementary School, Christ the King Elementary School, First Lutheran Elementary School, the Montessori School of Fort Smith, Harvest Time Academy, Union Christian Academy, and Trinity Middle School.



Since 2017, Fort Smith's Business And Quality Of Life Accolades Have Included:

- 2017 Safest U.S. Cities for Women  
– *Security Choice*
- Top U.S. Cities for Recent College Grads  
– *GoodCall.com*
- Trendsetter City (For Tourism)  
– *Arkansas Business*
- Top 10 True Western Towns  
– *True West Magazine*
- #1 Most Diverse Public School District  
In Arkansas  
– *Niche.com*
- 8 Surprising Cities With Amazing  
Street Art  
– *Afar Magazine*

# HIGHER EDUCATION

For those seeking higher education, the University of Arkansas has a Fort Smith campus. The University is part of the University of Arkansas System and offers 51 bachelor's and associate degrees, two master's degrees, and 36 certificate programs. University of Arkansas, Carl Albert State College, Northeastern State University, and John Brown University are located within 60 miles of Fort Smith. Additionally, Fort Smith is home to the Arkansas Colleges of Health Education (ACHE) whose mission is to educate future healthcare professionals through its degree programs which include Osteopathic Medicine, Biomedicine, Public Health, Occupational Therapy, and Physical Therapy. The ACHE Research Institute Health & Wellness Center just celebrated the opening of their facility which will be used for biomedical research and targeted health and wellness initiatives.



# GOVERNANCE AND ORGANIZATION

Fort Smith operates under a board of directors-city administrator form of government. The Board of Directors is made up of seven members with four single ward members and three at-large members, plus the Mayor who is also elected at-large but does not vote. Members serve four-year terms with no limits.

The City employs approximately 1,100 staff members and has an FY2024 operating budget of \$186 million. Carl E. Geffken assumed the role of City Administrator on May 9, 2016. Mr. Geffken previously served as chief operating officer for Berks County, Pennsylvania, and city manager for Reading, Pennsylvania.

<p style="text-align: center;"><b><u>MISSION</u></b></p> <p>The City of Fort Smith is committed to providing high-quality resident-focused services for the advancement of a thriving community.</p>	<p style="text-align: center;"><b><u>VISION</u></b></p> <p>Fort Smith strives to be a dynamic, business, family, and military friendly destination that welcomes people from all over the world.</p>
<p style="text-align: center;"><b><u>SHARED VALUES</u></b></p> <p><b>Safety</b></p> <p>We seek to continuously improve the safety of all areas of the city. We value a safe environment for all residents, employees, and visitors.</p>	<p style="text-align: center;"><b><u>SHARED VALUES</u></b></p> <p><b>Growth</b></p> <p>We strive for accelerated growth to make our city attractive for residents, visitors, business, and industry. This includes promotion of the city's water supply, healthcare, military, technology, education, and manufacturing along with world-class quality of place.</p>
<p style="text-align: center;"><b><u>SHARED VALUES</u></b></p> <p><b>World-Class Quality of Place</b></p> <p>The city of Fort Smith strives for excellence in all that we do: with a particular focus on maintaining a high quality of life for our residents and providing amenities and infrastructure designed to attract visitors and investment in our community.</p>	<p style="text-align: center;"><b><u>SHARED VALUES</u></b></p> <p><b>Quality Core Services</b></p> <p>We work to deliver the highest quality services to our residents, customers, and visitors. We endeavor to understand the needs of residents/visitors and treat everyone consistently, fairly, and responsively.</p>
<p style="text-align: center;"><b><u>SHARED VALUES</u></b></p> <p><b>Environment</b></p> <p>We value a safe, clean environment for all residents, employees, and visitors. We strongly encourage the utilization of available federal and state programs to diversify our energy usage.</p>	<p style="text-align: center;"><b><u>SHARED VALUES</u></b></p> <p><b>Trust/Integrity</b></p> <p>Integrity is ethical behavior, honesty, and working in the best interest of the residents. We demonstrate trust with all residents by operating with a transparent and efficient government and by enforcing accountability. We also recognize that open and honest communication is a primary component in maintaining trust with the community.</p>

# ABOUT THE DEPARTMENT

The Internal Audit Department provides Fort Smith leaders with independent analysis, appraisals, and recommendations concerning the adequacy and effectiveness of the City's internal control systems and the quality of management performance.

Working with an annual budget of approximately \$586,000, the department's five-person team focuses on:

1. Evaluating the reliability and integrity of financial, operating and performance information and the means used to identify, measure, classify, and report such information.
2. Analyzing the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations that could significantly impact operations and reports and determining whether the City of Fort Smith is in compliance.
3. Reviewing the means of safeguarding assets and, as appropriate, confirming the existence of such assets.
4. Appraising the economy and efficiency with which resources are employed.
5. Assessing operations and programs to ascertain whether results are consistent with established objectives and goals.

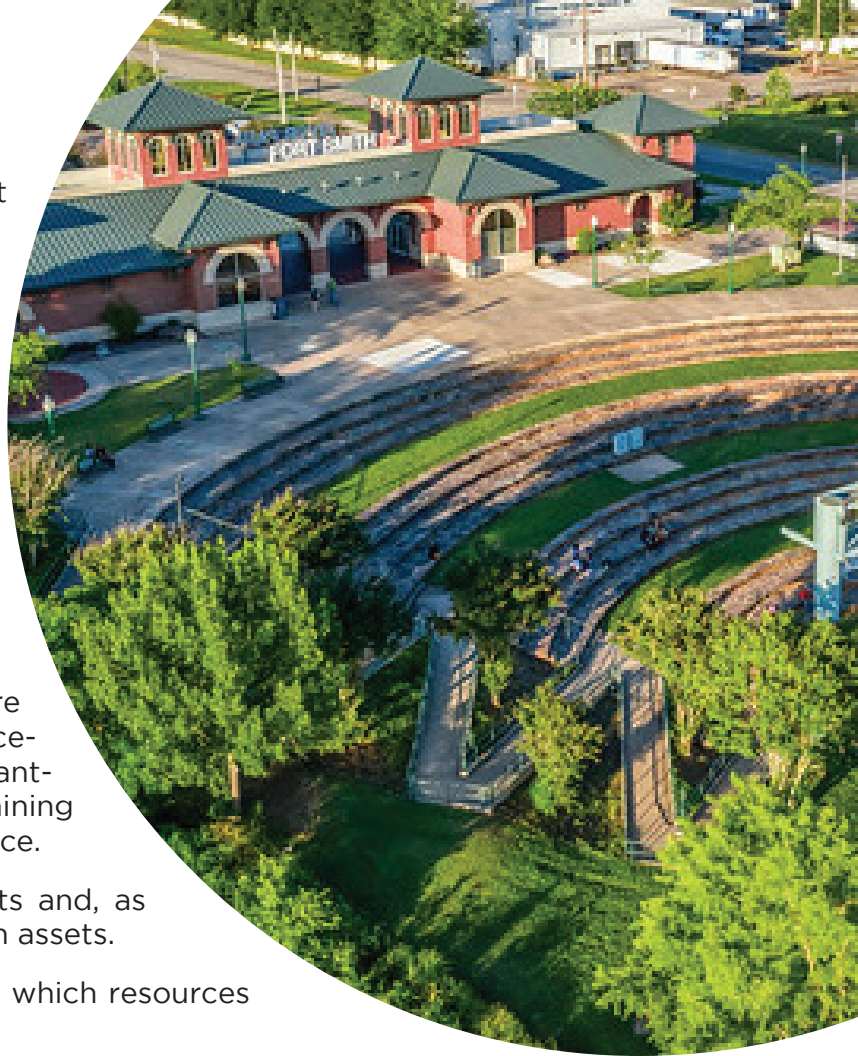
In addition to the Board of Directors and other City leadership, staff in this department also work closely with the Audit Committee. This committee, selected by the Board of Directors, includes seven members: three Board of Directors members and four private citizens. Each member's term runs for three years; at least one member must be a certified public accountant.

# ABOUT THE POSITION

Reporting functionally to the Board of Directors and administratively to the City Administrator, the Director of Internal Audit provides an independent, objective assurance and consulting role in service to the board, City administration, and the residents of Fort Smith.

This position helps the organization accomplish its objectives by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, controls, and organizational governance. In addition to directly supervising three auditors and one administrative coordinator, its essential duties are to:

- Develop and implement a flexible annual audit plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and issue periodic reports to the audit committee and management summarizing the results of the department's activities.
- Align internal audit coverage with the organization's strategic, operational, compliance, and financial risks, including important emerging risk areas.



## ABOUT THE POSITION, *continued*

- Maintain professional internal audit resources, skills, and training.
- Evaluate and assess essential functions and new or changing services and operations coincident with the development, implementation, and/or expansion of municipal services, goals, or objectives.
- Provide fraud and ethics prevention training each year to the City employees; and oversee the City's fraud, waste, and abuse hotline.
- Approve and oversee appropriate audit programs and testing procedures that conform to regulations, City policies, departmental guidelines, and professional standards.

Due to the size and complexity of the City's operations and the department's limited resources, this position also employs management self-assessment reviews in many areas to increase coverage and provide department directors with training on how to evaluate their processes. In addition to expanding the department's reach, these reviews help the individual directors see the potential weaknesses in their areas and encourage them to develop their own plans to strengthen controls.

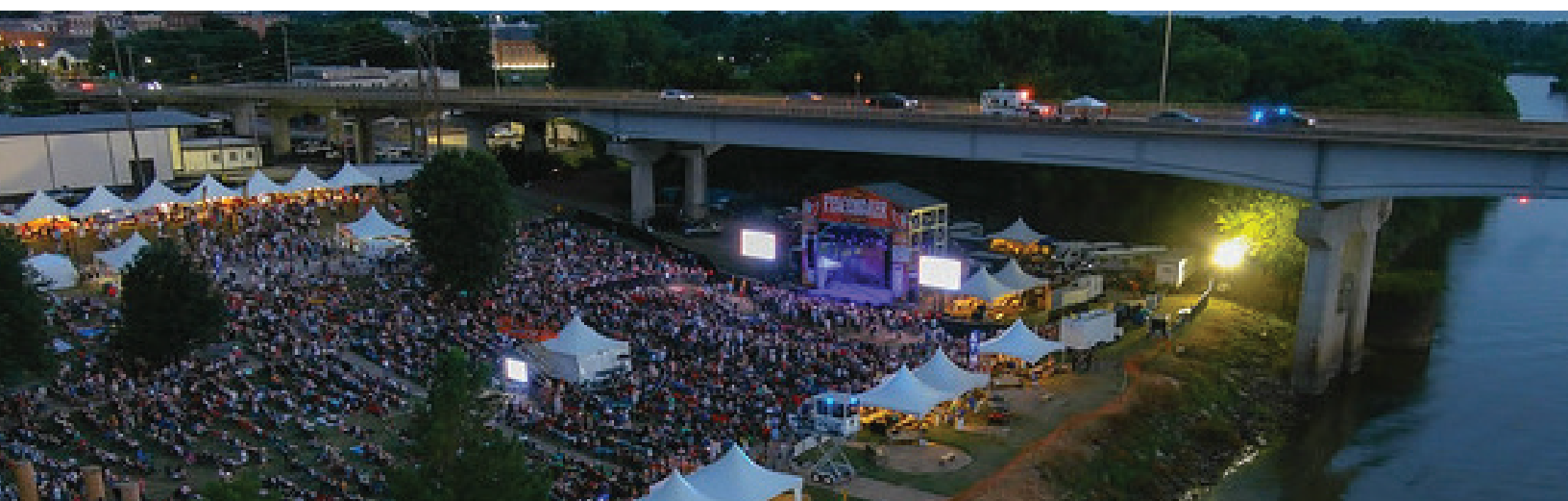
## IDEAL CANDIDATE

The City of Fort Smith is seeking a dynamic, innovative, and visionary leader to serve as its next Director of Internal Audit. The ideal candidate is a highly collaborative and approachable team player, and a visible leader with proven communication, interpersonal, and presentation skills.

The successful candidate will have a deep understanding of internal audit functions, regulations, and industry standards and trends. They will also be highly organized, with exceptional attention to detail, and know how to keep their eye on the mission and celebrate successes with their staff.

Proven problem-solving skills and long-range planning are essential to this position, as is the ability to inspire the best in others. Working closely with members of the Board of Directors and colleagues throughout the organization on behalf of Fort Smith citizens, relationship-building skills and a commitment to truth and transparency are also critical.

The ideal candidate will have the confidence and experience to develop and communicate a vision and mission for their department, identify opportunities, establish consensus, and follow through on implementations, meeting deadlines and balancing workloads while staying nimble to changing priorities. They will also be analytical, inclusive, politically savvy, and the type of manager who earns the respect of their own team and employees citywide.



# EDUCATION AND EXPERIENCE

This role requires a bachelor's degree in accounting, finance, business administration, or a related field and five (5) years of audit experience with a regional or national accounting firm or government-related organization.

Relevant certifications, including Certified Public Accountant or Certified Internal Auditor are preferred, as is experience supervising and/or training audit staff.

An equivalent combination of education and experience will be considered.

# COMPENSATION AND BENEFITS

The City of Fort Smith is offering a salary range of \$96,012 to \$120,000 for this position, dependent on qualifications and experience. The City provides a full range of benefits, including a retirement plan and insurance, with City contributions to the employee's 401a and 457 plan. Employees with a master's degree receive an additional 7% pay in addition to their salary.

While there is no residential requirement for this position, there is an expectation that the director will live within City limits. Reasonable relocation expense reimbursement is available.







# APPLICATION PROCESS

[Please apply online](#)

For more information on this position, please contact:

**Gary Holland, Senior Vice President**  
[GaryHolland@GovernmentResource.com](mailto:GaryHolland@GovernmentResource.com)  
602-206-3536



*The City of Fort Smith is an equal opportunity employer. In the recruitment and selection process, equal employment opportunity is guaranteed to all persons without regard to race, color, religion, sex, national origin, age, handicap or disability, sexual orientation, gender identity, or status as a Vietnam era, special disabled or other war campaign veteran or, any other factors not related to merit and fitness for the position. Applicants selected as finalists will be subject to a comprehensive background check.*

## RESOURCES

**City of Fort Smith**  
[fortsmithar.gov](http://fortsmithar.gov)

**Fort Smith Internal Audit**  
[fortsmithar.gov/government/departments/internal-audit](http://fortsmithar.gov/government/departments/internal-audit)

**Go Downtown Fort Smith**  
[godowntownfs.org/](http://godowntownfs.org/)

**Fort Smith Convention & Visitors Bureau**  
[fortsmith.org/](http://fortsmith.org/)

**64/6 Downtown**  
[646downtown.com/](http://646downtown.com/)

**Fort Chaffee Redevelopment Authority**  
[chaffeecrossing.com/](http://chaffeecrossing.com/)

**Fort Smith Comprehensive Plan**  
[fortsmithar.gov/government/city-plans-projects/future-fort-smith-comprehensive-plan](http://fortsmithar.gov/government/city-plans-projects/future-fort-smith-comprehensive-plan)

