



International Fuel Tax Association, Inc.
P. O. Box 7147
Mesa, AZ 85216-7147
www.iftach.org

6/11/2025

IFTA, Inc. is hiring!

Title: **Internal Auditor**

Introduction

IFTA, Inc. is excited to announce we are looking for a dedicated individual to join our team to perform basic internal auditor functions such as reconciling transactions to receipts and assisting with other accounting functions as needed. This is a nationwide search, and the prospective employee can reside in any State.

This position is a part-time position working remotely from your home and you will report directly to the Executive Director.

Salary range is from \$15-\$25 per hour depending on experience with the potential for advancement to a full-time position in the future.

As a part time employee, the work schedule is completely flexible with measurement based on output and completed tasks and not on any set hours. Hours worked per week are expected to be between 10 – 20 hours.

As a part-time position, IFTA, Inc. does not offer any benefits except with respect to any required benefits based on state law where the employee resides.

If the position leads to a full-time position, IFTA, Inc. offers a full range of benefits including paid vacation and sick leave, health insurance, dental and eye insurance, death benefit insurance, 401K with partial matching company contributions, and 12 paid holidays.

A description of the job duties is included below.

IFTA, Inc.

IFTA, Inc. is a unique organization structured as a not-for-profit business that represents the 48 contiguous United States and 10 Canadian Provinces in the administration of fuel use taxes. The organization is incorporated in Arizona but our team members work remotely from home in different locations. For more information on IFTA, Inc. please review our website and the “About Us” at www.iftach.org.

Specific duties

Internal Auditing

- Perform certain internal auditing duties at the direction of the Executive Director. These include, but are not limited to, reviewing controls in place to safeguard the assets of the organization, ensure that the policies in place for the maintenance of financial accounts are effective and being adhered to, assess risks and report on strengths and weaknesses in policies.
- Independent verification and reconciliation of bank account transactions to supporting documentation.
- Assist the Director of Support Services in the maintenance of financial accounts through Quickbooks or similar platform at the direction of the Executive Director.
- At the direction of the Executive Director, assist in the annual financial audit of IFTA, Inc.
- At the direction of the Executive Director, work closely with the Deputy Director and IT Manager on the periodic SOC Type audits conducted on IFTA, Inc.
- Assist the Executive Director in developing reports on the condition of records and controls for review by the IFTA, Inc. Board of Trustees.
- **Other auditing or accounting tasks as needed and requested by the Executive Director.**

Qualifications:

- Minimal education requirement of a bachelor’s degree in a related field.
- Prefer experience in auditing and risk management.
- Prefer knowledge and experience with various bookkeeping systems including but not limited to Quickbooks and Excel.

- Prefer knowledge and experience with the various Microsoft Office Products (Excel, Word, Outlook, Power Point).
- Possess good communication skills both written and verbal.
- Possess good time management skills.
- Able to work well in a team environment as well as individually with little supervision.
- Ability to multitask and meet deadlines.
- Able to work from home in a dedicated location without distractions.

Interested candidates should e-mail their resume and cover letter to cmartorana@iftach.org no later than July 14th, 2025.

A handwritten signature in blue ink, reading "Carmen Martorana Jr.", with a stylized flourish at the end.

Carmen, Martorana Jr, CPA, MST
Executive Director, IFTA, Inc.
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