Director, Internal Audit

FLSA Status: Exempt
Pay Grade: 99
Job Title ID: 221043
Job Series/Job Family: Administrator Series / Administrator Family

Reports To

President

Job Purpose

To provide independent and objective assurance, consulting services, evaluations, analyses and appraisals designed to add value and improve the College's operations and effectiveness of governance and risk management processes, and internal controls environment.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Carry out independent evaluations and appraisals of the effectiveness of the policies, rules and procedures through which College financial, physical and human resources are managed.
2. Provide management with a comprehensive risk management process to ensure that risks are identified, and evaluate existing internal controls' ability to mitigate the impact and likelihood of occurrence of the identified risks.
3. Maintaining an awareness of changes in operations, regulations and audit practices in order to evaluate effectiveness and efficiency, and advocate and influence the highest standards of ethics, discipline, and professionalism.
4. Research and keep abreast of legislative issues, new audit regulations/trends, new and emerging technologies, tools, and methodology, and elicit information from knowledgeable internal/external sources about areas and functions to evaluate or analyze.
5. Keep management informed of emerging trends and successful practices in auditing and controls testing.
6. Facilitate the formulation of new procedures and organizational changes resulting from audit/consulting engagements and discuss changes in related policies, rules, procedures, and methods.
7. Perform special analyses and reviews, including compliance, instances of alleged fraud and unethical misconduct. Review and report on the accuracy, timeliness and relevance of the financial and other information that is provided for management.
8. Develop a flexible risk based annual internal audit plan using risk based support models and methodologies, and ensure its full implementation.
9. Approve and oversee audit programs and testing procedures to ensure appropriateness for the areas in scope; fieldwork is within scope constraints and deadlines; identified risks are addressed and adequately provided for;and activities conform to regulation, college policies, departmental procedures, and professional standards.
10. Supervise, hire, evaluate, instruct, delegate duties and tasks, direct,mentor, counsel and monitors the audit staff, and ensure staff compliance with regulations, College policies, deadlines, and auditing standards.
11. Maintain a professional audit staff with sufficient knowledge, training, skills, and experience to meet the requirements of the Internal Audit Charter.
12. Conduct periodic training workshops to promote awareness of governance, risk management, and internal controls.
13. Develop/ and implement fraud and unethical behavior prevention programs driven by risk based support

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15. Participate in various committees or task forces geared to policy and procedure development and governance and operational improvement.
16. Coordinate coverage with the external auditors, state and federal agencies, and external consultants,and that each party is not only aware of the other's work, but also well briefed on areas of concern to ensure appropriate coverage.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Handling the demands and requirements of senior-level management in higher education.
- Auditing standards, techniques, activities, and processes.
- Risk management and risk assessment.
- Public accounting and financial rules, laws, standards, and practices.
- Fraud investigation and detection criteria and strategies.
- Organizational management and human resources concepts.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Handling multiples projects and meeting deadlines.
- Planning and managing budgets.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Managing and implementing annual audit plans and processes.
- Designing internal audit master plan initiatives.
- Providing management with a comprehensive enterprise risk management process.
- Managing internal audit processes in accordance with applicable laws, auditing, and accounting standards.
- Coordinating work with external auditors, federal and state agencies, and external consultants.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of information and materials.

Computer Skills

Required

- Demonstrated proficiency using intermediate level office software applications, including spreadsheets and databases.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Five years accounting/audit work experience, including one year supervisory experience.

Preferred

- Five or more years work related experience. Experience in a college or university environment.

Education

Required

- Master's degree in Accounting, Auditing, or a related field.

Other

Required

- Senior-level management experience in higher education.

Preferred

- Certified Public Accountant (CPA), Certified Internal Auditor (CIA) or other auditing certifications.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.