Job Description

Job Title: Director Internal Audit
Department: Compliance and Audit
Grade: L
FLSA: Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:
Plans and conducts operational, financial and compliance audits to evaluate the effectiveness of internal controls. Determine compliance with selected policies, procedures, and regulations. Make written recommendations to senior administrators to increase efficiency and/or effectiveness of the control systems of functions reviewed. Perform special investigations as requested by the President and/or Cabinet. This position works with all levels of management and employees within the College, internal audit personnel and external auditors. Consults with administrators, faculty and staff at all levels to promote good business practices.

Characteristic Duties and Responsibilities:

1. Plan and conduct audits to assess controls, operational efficiencies and compliance with selected policies, procedures and regulations. Resolve audit problems that occur and develop modifications to coverage and schedule.
2. Ensure work papers are adequately documented and audit evidence is sufficient. Prepare accurate audit reports for the President’s Cabinet and conduct exit conference.
3. Elicit information from knowledgeable internal/external sources about areas and functions to determine appropriate audit direction/methodology. Research all pertinent data (law, current issues, work papers, reports). Develop reasonable budgeted hours.
4. Research and keep abreast of legislative issues, new audit regulations/trends and audit methodology. Discuss updates of new regulations with President’s Cabinet, Dean’s Council and relevant departments.
5. Assist in developing annual audit plan and submit to dean and the President’s Cabinet for review and approval.
6. Assist external auditors as appropriate. Assist in coordinating the College’s response to audit findings and recommendations.
7. Visit off-campus classes to verify enrollment as required by the Administrative Code and internal audit plan.
8. Conduct periodic training workshops to promote awareness of internal controls and to discuss changes in policies that will impact the system flow of information.
9. Participate in various committees or task forces geared to policy/procedure development and operational improvements.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade. July 2004
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10. Supervise and guide staff in support of the College’s mission and audit initiatives.

**Reporting Relationships:**

Direction Received: Reports to Associate VP, Compliance and Audit

Direction Given: Directly supervises the Enrollment Reporting Director and the FTE Reporting Specialist.

**Minimum Requirements:**

Bachelor’s Degree from a regionally accredited institution in Accounting, Business Administration, Business Management, Finance or a closely related field. Three or more years of increasingly responsible professional experience.

**Preferred Qualifications:**

Two or more years’ experience in auditing or accounting with some supervisory experience is strongly desired.

**Knowledge, Skills, Abilities and Worker Characteristics:**

- Human relations skills and good communication skills are essential.
- Proficiency in the use of word processing and spreadsheet software, Word and Excel are preferred.

**Working Conditions:**

Typical Office Environment