Job Description

Job Title:	Assistant Director Internal Audit	**Grade:**	K
Department:	Compliance and Audit	**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:

Assist with the execution of the internal audit plan including financial, compliance, and operational reviews. Evaluate the effectiveness of internal controls, prepare work papers and audit reports. Make written recommendations to senior administrators to increase efficiency and/or effectiveness of the control systems of functions. Assist with special investigations as requested by the President and/or Cabinet. This position works with administrators, faculty and staff at all levels to promote good business practices.

Characteristic Duties and Responsibilities:

1. Assist with execution of the internal audit plan including work paper preparation and audit reports.
    - **a.** Work with management to better:
        - **i.** Understand risk exposure
        - **ii.** Implement appropriate risk management strategies
        - **iii.** Balance risk management and control of strategies
        - **iv.** Ensure accountable change effectively
    - **b.** Work effectively with broad stakeholders with a focus on overall institutional objectives by strengthening the mechanism for achieving those objectives at operational levels.
    - **c.** Serve as a value driven internal consultant and change agent
    - **d.** Keep abreast of current regulations
2. Assist with FTE processing including quality assurance review to minimize errors and maximize revenue.
3. Provide practical solutions to complex business problems and supporting management in implementing those solutions for effectiveness of internal controls in various areas.
4. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Internal Audit Director of Compliance and Auditing

Direction Given: Direct first-line supervision of assigned professional and support staff

Minimum Requirements:

Bachelor's Degree required, preferably in Business or related. Four or more years experience in a Business environment. College Compliance and Auditing environment a plus.

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Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of Institution's policies and procedures

Proficiency in the use of word processing and spreadsheets software, Word and Excel are preferred

Excellent oral and written communication skills

Committed to a team approach in keeping College within regulatory compliance in an effective and efficient manner

Organizational and quality Management skills

Possesses positive and professional outlook, personal integrity, and problem solving ability to work in a team environment to achieve college's goals

Working Conditions:

Typical office environment

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