



Job Description

Job Title:	Associate Vice President Auditing Services and Reporting	Grade:	P
Department:	Compliance & 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:

Serves as a business partner and independent advisor to CPCO's administration and Board of Trustees. The position provides professional reviews, reliable independent appraisals and value added recommendations for the effective and efficient achievement of financial and operating objectives. Works with the college community to develop reasonable solutions and corrections to business challenges that arise. Professionalism and commitment to excellence are facilitated by operating within a framework of professional practice established by the Institute of Internal Auditing.

Characteristic Duties and Responsibilities:

1. Provides leadership, supervision and technical expertise to several work units. Responsible for budget management, employee hiring, firing, training, discipline and evaluations. Assigns work activities and projects while monitoring work flow and evaluating methods and procedures. Guides staff in support of College's mission and vision.
2. Plans and conducts audits to assess controls, operational efficiencies and compliance with selected policies, procedures and regulations. Resolves audit problems that occur and develops modifications to coverage and schedule.
3. Serves as the chief data coordinator with the NCCCS.
4. Ensures work papers are adequately documented and audit evidence is sufficient. Prepares accurate audit reports for the President's Cabinet and conducts exit conferences.
5. Provides staff assistance to the Executive Vice President and President's Cabinet.
6. Elicits information from knowledgeable internal/external sources about areas and functions to determine appropriate audit direction/methodology. Researches all pertinent data (law, current issues, work papers, reports). Develops reasonably budgeted hours.
7. Develops annual Internal Audit Plan and submits to the President's Cabinet and Board of Trustees for review and approval.
8. Assists external auditors as appropriate. Assists in coordinating the College's response to audit findings and recommendations.
9. Visits off-campus classes to verify enrollment as required by the Administrative Code and Internal Audit Plan.
10. Conducts periodic training workshops to promote awareness of internal controls and to discuss changes in policies that will impact the system flow of information.
11. Provides guidance and support to ensure that FTEs are reported both timely and accurately.
12. Participates in various committees or task forces geared to policy/procedure development and operational improvements.
13. Represents the College at external functions.

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.

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14. Serves as the ethics liaison in accordance with the North Carolina State Government Ethics Act, Section a-14; attends mandatory ethics liaison training; provides training to college employees who are public servants as specified by the Act; researches new laws and keeps abreast of new changes; responds promptly to inquiries and requests for information by the State Ethic Commission and the President's Office; monitors the filing of Statement of Economic Interest (SEI); maintains accurate and complete records of training and SEI filing to facilitate internal and external reporting; provides forms and assistance to the President's Office and Board of Trustees as requested; reviews and recommends updates to college's policies and procedures with emphasis on conflict of interests; keeps track of ethics and lobbying training sessions for periodic updates to the President's Office, Executive Vice President's Office and Board of Trustees.

Reporting Relationships:

Direction Received: Reports to the Executive Vice President
Supervises 10 – 12 professional and support staff in the assigned work units

Minimum Requirements:

Master's degree from an accredited college or university in Accounting or a closely related field; five years of increasingly responsible experience in accounting/auditing/operations with knowledge of and experience with computerized information systems

Knowledge, Skills, Abilities and Worker Characteristics:

Solid knowledge of accounting theory, auditing standards, management concepts, fund accounting, internal auditing procedures/techniques and auditing computerized information systems
Ability to write concise and accurate internal audit reports; develop audit programs
Ability to develop and evaluate both short range and long range plans
Ability to comprehend and interpret various policies, procedures, laws and regulations
Ability to consistently produce accurate work
Effective communication skills
Ability to evaluate the materiality and significance of deviation from policies, procedures and regulations and make recommendations for corrective action
Ability to assimilate large amounts of data, either related or unrelated, to draw relevant conclusions
Ability to exercise good judgment in evaluating situations and making decisions
Knowledge of issues or new developments affecting community colleges
Ability to conduct training sessions and make presentations
Ability to lead and direct assigned units
Skills to initiate and participate in team building activities for staff
Commitment to high quality of customer service
Ability to apply system thinking to complex activities

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Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus, to other campuses, locally or out-of-town for meetings and conferences; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse

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