



## Job Description

<b>Job Title:</b>	Associate Vice President and Chief Audit Officer	<b>Grade:</b>	P
<b>Department:</b>	Compliance & Audit	<b>FLSA:</b>	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:**

This position exists for the purpose of evaluating compliance, operational, financial, and accounting activities as an independent appraisal function. Ensures that the status stipulated in College Policy, strategy, resources of the internal audit department are aligned with and consistent with the College's objectives and governance policies. This position also provides leadership and direction to the FTE Reporting Office and Health and Safety Office. Establishes appropriate procedures to guide the internal audit function, FTE Reporting Office as well as the Health and Safety Office to ensure the quality of the assurance services delivered.

### **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. December 2013



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14. Serves as a liaison with the Office of State Controller (OSC) in accordance with House Bill 1551. As the designated ICO (Internal Control Officer), responsible for chairing a management assessment team and monitoring compliance with EAGLE (Enhancing Accountability in Government through Leadership and Education) requirements including risk assessments (financial, compliance, narratives, walk-throughs, risk and control matrix, test plans, test leadsheet and issue summary log. ICO also coordinates two or more webinars a year focusing on new regulations, awareness, and best practices. Responsible for conducting reviews for 12 processes which is expect to grow each year until all high risk and moderate risk processes are identified.
15. Designated as the ethics liaison in accordance with the North Carolina State Government Act, General statues 138A-14.; attends mandatory ethics training; coordinates training to Board of Trustee and covered persons 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) forms; 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  
**Direction Given:** Direct supervision of assigned staff

### **Minimum Requirements:**

Master's Degree from a regionally accredited institution 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:**

- Ability to exercise autonomy for strategic direction and accountability for assigned units
- High level of analytical, technical, creative thinking and problem solving skills necessary to guide actions for successful outcomes
- 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

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- 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
- 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

### **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