Auburn University Job Description

Job Title: Dir, Internal Audit
Job Code: KC01
FLSA status: Exempt
Job Family: No Family
Grade 39: $90,800 - $151,300

Job Summary
Directs audit resources and provides general oversight to audit projects for the Internal Audit division of Auburn University.

Essential Functions

1. Reviews results of audit projects and communicates results to Auburn administration, Audit committee, and other appropriate parties.
2. Develops an audit schedule which allocates audit resources among projects based on risk assessment and assigns auditors to various projects on the audit schedule.
3. Develops and implements a comprehensive, practical program of audit coverage for Auburn University.
4. Ensures department complies with the standards for the Professional Practice of Internal Auditing as set forth by the IIA.
5. Assists and advises university management and staff regarding financial and accounting matters, proper policies and procedures, internal controls, and risk mitigation techniques.
6. Performs assessments of the numerous risks facing the university.

Supervisory Responsibility
Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
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Minimum Required Education and Experience

<table>
<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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</thead>
<tbody>
<tr>
<td>Degree in Business</td>
<td>Four-year college degree</td>
<td>Degree in Business, Management, Finance, Accounting, or related field</td>
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<tr>
<td>Experience (yrs.)</td>
<td>7</td>
<td>Experience in the policies, laws and practices of internal auditing</td>
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Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
Knowledge of internal auditing standards and techniques, accounting principles, and state and federal regulations.

Certification or Licensure Requirements
Certified Internal Auditor, Certified Public Accountant, or Certified Fraud Examiner.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing.

Job occasionally requires standing, walking.

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/23/2015