
Auburn University Job Description

Job Title:	Assoc VP, Intl Aud, Compl,&Priv	Job Family:	No Family
Job Code:	KC08	Grade 41:	\$120,200 - \$200,300
FLSA status:	Exempt		

Job Summary

Directs, manages, leads, and oversees the Office of Audit, Compliance, and Privacy as the university's Chief Audit Executive and Chief Compliance Officer.

Essential Functions

1. Directs the internal audit function for all four divisions of Auburn University serving as the university's chief audit executive and develops a risk based internal audit plan to be carried out by the internal audit director and staff.
2. Develops and implements a communication process for the Audit and Compliance Committee of the Board of Trustees to inform them of issues regarding audit recommendations, major compliance risks/plans, and substantial privacy issues facing the university.
3. Directs and communicates the institutional compliance program and provides leadership into risk assessment and monitoring of compliance risks.
4. Oversees the budget and allocates resources to carry out the mission of the Office of Audit, Compliance, and Privacy.
5. Advises management throughout all divisions regarding a wide range of issues such as internal control, proactive risk management, business processes and compliance issues.
6. Oversees the privacy component of the Office of Audit, Compliance, and Privacy while providing leadership in the development of university privacy plans and strategies.

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.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Accounting, Finance, or related field.
Experience (yrs.)	10	Experience in the policies, laws and practices of internal auditing.

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 IIA audit standards, internal audit processes, conducting investigations, best practices of compliance functions, ability to communicate with a broad range of stakeholders, general knowledge of overall compliance risks, state regulations, regulatory guidance such as NCAA or other similar criteria that the university must comply with.

Certification or Licensure Requirements

Certified Internal Auditor (CIA) or Certified Public Accountant (CPA).

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing.

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

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

Date: 9/9/2015
