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## Auburn University Job Description

Job Title: **Dir, Internal Audit**

Job Family: No Family

Job Code: **KC01**

Grade 39: \$90,800 - \$151,300

FLSA status: Exempt

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### Job Summary

The Director of Internal Auditing provides oversight, coordination, and leadership for the Internal Audit Division of Auburn University. This position is fully responsible for the implementation of the audit plan and provides assistance to the Associate VP of Audit, Compliance & Privacy in the development of the same. The audit plan is developed using a comprehensive risk assessment that ensures adequate coverage of all four divisions of AU. This position is also responsible for directing audit resources and providing oversight for all audit projects, including scheduled audits, allegations, and administrative requests.

### Essential Functions

1. Implements audit plan and assists the Associate VP of Audit, Compliance & Privacy in the development of the same. The audit plan is developed using a comprehensive risk assessment that ensures adequate audit coverage for all four divisions of AU.
2. Provides oversight and guidance for all audit projects, ensuring an effective allocation of audit resources based on a comprehensive risk assessment.
3. Reviews audit work papers, results, and reports for all audit projects to ensure completeness and compliance with IIA standards.
4. Communicates the results of audit projects and other reviews to Auburn Administration, the AU Board of Trustees Audit Committee, and other appropriate parties.
5. Develops and implements a comprehensive Quality Assurance Program to ensure compliance with the International Standards for the Professional Practice of Internal Auditing as set forth by the Institute of Internal Auditing.
6. Oversees human resources activities for the Internal Auditing division to ensure high levels of employee performance, retention, and satisfaction.
7. Collaborates with senior university administrators, such as CFO and General Counsel, to evaluate risks and determine best practices and appropriate internal controls.
8. Assists and advises university management and staff regarding financial and accounting matters, best practices, proper policies and procedures, internal controls, and risk mitigation techniques.
9. Develops and conducts training for the University community to provide guidance and instruction on best practices, proper policies and procedures, internal controls, and risk mitigation techniques. Works to improve the campus culture of internal control and risk mitigation.

### 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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## **Auburn University Job Description**

*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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Business, Management, Finance or Accounting
<b>Experience (yrs.)</b>	10	Experience conducting audits with a minimum of 5 years' experience managing audits, including risk assessment, planning, audit execution, issue/report writing, managing timelines, and management interaction. Must have at least 2 years experience managing full-time employees.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

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

#### Certification or Licensure Requirements

Requires one of the following:

Certified Public Accountant  
Certified Internal Auditor  
Certified Fraud Examiner

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### Physical Requirements/ADA

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

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, handling objects with hands,

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 10/3/2018

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