

### JOB INFORMATION

Job Code	KC01
Job Description Title	Dir, Internal Audit
Pay Grade	LC15
Range Minimum	\$108,090
33rd %	\$140,520
Range Midpoint	\$156,730
67th %	\$172,940
Range Maximum	\$205,370
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/10/2023

### JOB FAMILY AND FUNCTION

Job Family:	Legal, Compliance & Audit
Job Function:	Internal Audit

### 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.

### RESPONSIBILITIES

- 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.
- Provides oversight and guidance for all audit projects, ensuring an effective allocation of audit resources based on a comprehensive risk assessment.
- Reviews audit work papers, results, and reports for all audit projects to ensure completeness and compliance with IIA standards.
- Communicates the results of audit projects and other reviews to Auburn Administration, the AU Board of Trustees Audit Committee, and other appropriate parties.
- 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.
- Oversees human resources activities for the Internal Auditing division to ensure high levels of employee performance, retention, and satisfaction.
- Collaborates with senior university administrators, such as CFO and General Counsel, to evaluate risks and determine best practices and appropriate internal controls.
- Assists and advises university management and staff regarding financial and accounting matters, best practices, proper policies and procedures, internal controls, and risk mitigation techniques.
- 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.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor.

Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility Supervises others with full supervisory responsibility.

## MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Business, Management, Finance or Accounting	and	10 years of	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.	Or
Master's Degree	Degree in Business, Management, Finance or Accounting	and	8 years of	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.	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
Certified Public Accountant (CPA)			Required	Or
Certified Internal Auditor (CIA)			Required	Or
Certified Fraud Examiner (CFE)			Required	

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Vision Requirements:

Ability to see information in print and/or electronically.