

Job Description

Position Title: Analyst 2, Internal Auditor

Job Group: Legal

Job Level Group: Professional Intermediate

FLSA Status: Exempt

Position Summary:

The Analyst 2, Internal Auditor is responsible for planning, developing, and directing institutional internal audit functions. Performs College's risk management and financial control processes. Designs, develops, and implements internal auditing policies and procedures to ensure compliance with college policies and local, state, and federal laws and regulations. Reports results to senior management, Finance and Audit Committee, and Governing Board.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plans and executes risk-based financial, compliance, and operational internal audits. Conducts risk-based assessments using a variety of approaches and recommends priorities for audit projects.
2. Develops the College's risk assessment and audit plan.
3. Evaluates effectiveness of business processes and internal controls; identifies and assess weakness, risk and inefficiencies, provides practical and value-added recommendations solutions.
4. Tracks corrective action plan until resolution.
5. Reports results to senior management, Finance and Audit Committee, and Governing Board.
6. Provides consulting services to management regarding internal controls and recommendations. Participates on financial compliance committee to provide Internal Audit guidance.
7. Ensures compliance with College's policies, procedures and laws and regulations. Interacts with external compliance organizations.
8. Determines root causes and provides practical, value-added recommendations in accordance with professional and governmental audit standards.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of business management and fiscal practices
3. Skill in independent decision making
4. Skill in organization, coordination and management

5. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Governance, Institutional Policy, and Legislation: Allows impact on the guidelines that determine how the College operates.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Accounting, Finance or Business or a closely related field of study required.
- One (1) to Three (3) years of related experience as auditor, accountant, or financial analyst required.
- Three (3) to Five (5) years of internal audit experience preferred.
- Certified Internal Auditor (CIA) or Certified Fraud Examiner (CFE)
OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.

- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required