

# Job Description

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Position Title: Internal Audit Director

Job Family: Legal

Job Level: Director

FLSA Status: Exempt

Salary Grade: 09

## Position Summary:

The Internal Audit Director is responsible for leading and directing the Internal Audit function by managing audit projects and activities. The Internal Audit Director performs assessments of and makes recommendations to improve the College's risk management and financial control processes. The Internal Audit Director designs, develops, and implements internal auditing policies and procedures to ensure that college policies and procedures comply with local, state, and federal laws and regulations, as well as college standards. The Internal Audit Director 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. Directs the overall operations of the internal audit department.
2. Plans and executes risk-based financial, compliance, and operational internal audits in accordance with the Institute of Internal Auditors International Standards for the Professional Practices of Internal Auditing. Conducts risk-based assessments using a variety of approaches and recommends priorities for audit projects.
3. Develops the College's risk assessment and establish and directs an annual internal audit plan.
4. Evaluates effectiveness of business processes and internal controls; identifies and assess weakness, risk and inefficiencies, provides practical and value-added recommendations solutions.
5. Tracks and monitors corrective action plan until resolution.
6. Reports results to senior management, Finance and Audit Committee, and Governing Board.
7. Provides quarterly updates to the Chancellor and Finance and Audit Committee on Internal Audit Department activities and remediation status of findings.
8. Provides consulting services to management regarding internal controls and recommendations. Participates on financial oversight committee to provide Internal Audit guidance.
9. Ensures compliance with College's policies, procedures and laws and regulations. Interacts with external compliance organizations.
10. Ensures processes and decisions align with College mission, values, goals, objectives, and initiatives.
11. Determines root causes and provides practical, value-added recommendations in accordance with professional and governmental audit standards.

12. Identifies and manages work of external consultants retained to provided audit and related services to the College.
13. Promote high levels of ethical awareness.
14. Oversees and manages internal audit annual budget.
15. Perform special projects and presentations as needed.
16. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of business management and fiscal practices
2. Knowledge of regulatory compliance principles and practices
3. Knowledge and application of organizational and time management principles
4. Knowledge of principles and methods for promoting programs and services
5. Knowledge of internal and external customer service principles and practices
6. Knowledge of project management principles
7. Skill in analyzing data and drawing conclusions
8. Skill in budget/resource management
9. Skill in effective communication (both written and oral)
10. Skill in independent decision making
11. Skill in people leadership and supervision
12. Skill in performing a variety of duties, often changing from one task to another of a different nature
13. Skill in problem solving
14. Skill in program development and process improvement
15. Skill in public speaking
16. Ability to adapt and maintain professional composure in emergent and crisis situations
17. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
18. Ability to develop and maintain effective and positive working relationships

### **Supervision:**

- Supervises work of other supervisors/managers, including planning, assigning, scheduling, and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training, and developing, reviewing performance, and administering corrective action for staff. Plans organizational structure and job content.

## Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

## 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.

- Organizational Culture: Position provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Governance, Institutional Policy, and Legislation: Position allows for impacting the guidelines that determine how the College operates.
- Student Success: Position allows the opportunity to support student success as well as improve access and retention.
- Institutional Leadership: Position provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- Institutional Infrastructure: Position allows for taking part in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

## 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.
  - Master's degree in a closely related field of study required.
  - Five (5) to eight (8) years of internal audit experience.
  - More than eight (8) years of related experience preferred.
  - Three (3+) years of supervisory experience required.
  - Certified Internal Auditor (CIA) or Certified Fraud Examiner (CFE) required.
- 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 a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively 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
- Current Valid Arizona Driver's License Required