AUBURN
Human Resources

Asst Dir, Internal Audit

Job Description

JOB INFORMATION

Job Code	KC19
Job Description Title	Asst Dir, Internal Audit
Pay Grade	LC13
Range Minimum	$88,040
33rd %	$111,520
Range Midpoint	$123,260
67th %	$135,000
Range Maximum	$158,470
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/18/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Assistant Director of Internal Audit is essential in supporting the Director of Internal Audit in ensuring that Auburn University's internal processes and controls are effective, compliant, and efficient. This position requires analytical expertise, and strong communication skills will contribute to enhancing the overall risk management and governance of Auburn University.

RESPONSIBILITIES

- Conducts and manages investigative audits: Will serve as lead manager on all investigations and investigation requests from anonymous reporting system.
- Conducts Audits: Executes and leads audit engagements independently or as part of a team. Performs in-depth assessments of operational processes, financial controls, and compliance procedures to identify weaknesses and provide valuable recommendations for improvement.
- Risk Assessment and Mitigation: Analyzes and evaluates the effectiveness of internal controls to mitigate risks across the organization. Identify areas of vulnerability and develop strategies to enhance control measures and mitigate potential risks.
- Report Preparation: Prepares clear, concise, and accurate audit reports that outline findings, conclusions, and practical recommendations. Present these reports to management and relevant stakeholders, fostering a collaborative approach to resolving issues.
- Compliance and Regulations: Stays abreast of industry standards, regulatory requirements, and best practices related to internal audit, risk management, and corporate governance. Ensure Auburn University’s compliance with applicable laws and regulations.
- Follow-Up and Tracking: Monitors the implementation of audit recommendations and track progress to ensure timely remediation of identified issues. Provide guidance and support to management on addressing any outstanding audit findings.
- Stakeholder Engagement: Establishes effective working relationships with various departments, business units, and management to understand their needs, challenges, and priorities. Act as a trusted advisor, offering insights and recommendations to improve internal controls and processes.
- Continuous Improvement: Advocates for ongoing evolution of practices within the internal audit function by identifying opportunities for efficiency enhancements and process streamlining.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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 to 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	in Accounting, Finance, Management, Business Administration, or a related field.	and	8 years of	experience conducting audits with a minimum of 8 years of experience managing audits, including risk assessment, planning, audit execution, issue/report writing, managing timelines, and management interaction.	Or
Master's Degree	in Accounting, Finance, Management, Business Administration, or a related field.	and	6 years of	experience conducting audits with a minimum of 6 years of experience managing audits, including risk assessment, planning, audit execution, issue/report writing, managing timelines, and management interaction.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Thorough understanding of internal audit methodologies, principles, and best practices.	
Strong knowledge of financial reporting, control frameworks, and compliance requirements.	
Excellent analytical skills and the ability to think critically, identify patterns, and make data-driven decisions.	
Exceptional communication and interpersonal abilities, enabling effective collaboration with diverse stakeholders.	
Demonstrated leadership qualities, including the ability to motivate and guide audit teams effectively. Proficiency in using audit software, data analytics tools, and Microsoft Office Suite.	
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)		Upon Hire	Required	Or
Certified Internal Auditor (CIA)		Upon Hire	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			up to 10 lbs
Climbing			X			
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:

No special vision requirements.