
Auburn University Job Description

Job Title: **Asst Dir, Internal Audit** Grade LC13 \$77,000 - \$138,600
Job Code: **KC19**
FLSA status: Exempt
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.

Essential Functions

1. Conducts and manages investigative audits: Will serve as lead manager on all investigations and investigation requests from anonymous reporting system.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. Continuous Improvement: Advocates for ongoing evolution of practices within the internal audit function by identifying opportunities for efficiency enhancements and process streamlining.

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.

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's Degree	Bachelor's degree in Accounting, Finance, Management, Business Administration, or a related field. <ul style="list-style-type: none">• Bachelor's Degree & 8 years experience
Experience (yrs.)	8	<ul style="list-style-type: none">• Master's Degree & 6 years experience Experience conducting audits with a minimum of 8 years' experience managing audits, including risk assessment, planning, audit execution, issue/report writing, managing timelines, and management interaction.

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

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.

Certification or Licensure Requirements

Requires one of the following: Certified Public Accountant Certified Internal Auditor Certified Fraud Examiner

Pre-Employment Screening Requirements

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

No special vision requirements.

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Date: 8/18/2023
