Director, Audit and Compliance

Job Code 00000922

General Description
Responsible for examining and evaluating the adequacy and effectiveness of the systems of management control provided by the University to direct its activities toward the accomplishment of its objectives in accordance with University policy and plans and applicable laws, regulations, and standards.

Examples of Duties
Develop annual audit plan based on risk assessment and Quarterly Audit Progress Reports for President and the Finance Committee of the Board of Regents.
Plan audits, assign staff, and participate in field work.
Review work papers of audit staff to ensure compliance with standards and departmental policy.
Review or write audit reports to communicate results to management, the President, and the Board of Regents.
Act as liaison with outside parties, including state and federal auditors.
Review UPPS’s and other documentation.
Respond to requests for advisory services as requested by management and other personnel.
Establish departmental policies and procedures.
Supervise, hire and evaluate staff.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: generally accepted accounting principles; governmental accounting and auditing procedures and standards; related laws and regulations.

Skill in: application of accounting and auditing knowledge to work setting; use of word processing, spreadsheet, and E-mail programs; managing staff and accounts; prioritizing audit projects based upon risk assessment; determining needs of the department; problem solving and decision making; giving presentations and communicating effectively.

Ability to: read and understand policy and procedure manuals, laws and regulations, and audit reports; prepare reports and administrative correspondence; perform intermediate math, as required for audit work; interact with internal and external contacts and subordinate staff in a professional, courteous manner; present report results to management.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements