

**TEXAS STATE UNIVERSITY SYSTEM
OFFICE OF INTERNAL AUDIT**

JOB ANNOUNCEMENT: Audit Manager

The Texas State University System (TSUS) invites applications for an Audit Manager position within the Office of Internal Audit at Texas State University. Texas State University is a member institution of the TSUS, the oldest multi-campus system in Texas. The position reports to the Director, Office of Internal Audit, at Texas State University, which in turn reports to the Chief Audit Executive of the TSUS. For more information on the Office of Internal Audit, see <https://www.tsus.edu/offices/Internal-Audit.html>.

QUALIFICATIONS

Minimum Qualifications:

- ▶ Bachelor's degree with a major in accounting or a related field from an accredited institution.
- ▶ Licensed as a Certified Public Accountant or a Certified Internal Auditor.
- ▶ Ten (10) years of progressively responsible experience as an auditor, including five (5) years managing audit staff.
- ▶ Must be able to utilize standard desktop applications (Microsoft Office Suite, including Excel, Word, and Outlook) in performing day-to-day activities.

Preferred Qualifications:

- ▶ Familiarity and experience with State of Texas internal auditing laws, policies, and procedures.
- ▶ Familiarity and experience in an internal auditing capacity at an institution of higher education.
- ▶ Familiarity and experience in an internal auditing capacity at an institution of higher education in Texas.
- ▶ Familiarity and experience in using TeamMate audit management software.
- ▶ Understanding of fundamental information technology control concepts.
- ▶ Advanced degrees in related fields.
- ▶ Additional professional certifications in the auditing arena.

JOB DESCRIPTION/RESPONSIBILITIES

- Assist the Director in managing and leading the Office of Internal Audit, including serving as back-up to the Director in meetings and situations as needed.
- Supervision of audit staff involved in multiple projects at the same time. Provides technical audit procedural guidance including risk and controls identification, test development, work paper documentation, sampling techniques, results analysis, and report writing to audit staff. Reviews work performed by audit staff to ensure it meets objectives of engagement.
- Proposing, implementing, and managing improvements in audit operating procedures.
- Plans audits (operational, financial, compliance, program effectiveness, economy/efficiency, and investigative), performs fieldwork, appraises systems of internal control, identifies risks, develops recommendations to mitigate risks, prepares organized, accurate and competent work papers that clearly document and support conclusions regarding audit objectives, and facilitates the



communication of audit results through preparing written draft reports and making oral presentations to management.

- Performs special projects and consulting activities as needed.
- Engages in frequent contact with other Office of Internal Audit personnel, University and TSUS personnel, and personnel at other state agencies via phone and computer.
- Performs other related duties as assigned.
- Working Conditions: Normal office environment; some travel, up to 10%, with overnight stays (training, conferences, etc.), can be expected for the position.

OTHER SPECIFICATIONS

Required Experience and Skills:

- Strong analytical, organizational, written/verbal communication, interpersonal, and relationship building skills.
- Versed in the application of professional auditing standards.
- Proven ability to work with people.
- Strong project management skills.
- Proven ability to work independently and as part of a team.
- Working understanding of fundamental information technology control concepts.
- Solid employment and/or academic performance history.

SALARY AND BENEFITS

Salary is commensurate with the successful applicant's experience and qualifications, not to exceed \$115,000 annually. Benefits include paid vacation, sick leave, insurance, retirement contributions, and other benefits provided to State of Texas employees.

SENSITIVE SECURITY STATEMENT

This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information.

INFORMATION ABOUT THE TEXAS STATE UNIVERSITY SYSTEM AND TEXAS STATE UNIVERSITY CAMPUS

To learn more about the Texas State University System or the Texas State University campus, please visit:

<http://www.tsus.edu>

<https://www.txstate.edu>

SELECTION PROCESS

Screening of applications and nominations will begin immediately and continue until the position is filled. To be considered for the position, applicants must complete and submit a State of Texas employment application (see <http://www.twc.state.tx.us/jobs/gvjb/stateapp.pdf>) along with a letter of interest. Resumes may also be submitted with completed applications.

Applications and nominations may be submitted via U.S. Mail or email to:

Mr. Mike Miller, CIA, CGAP
Director – Office of Internal Audit
Texas State University System
Texas State University
J.C. Kellan Administration, Suite 850
601 University Drive
San Marcos, TX 78666
mike.miller@tsus.edu

ADDITIONAL INFORMATION FOR APPLICANTS

- The Texas State University System is a tobacco-free/drug free workplace.
- A criminal history background check is required for finalist(s) under consideration for this position.
- The Texas State University System is an “at will” employer.
- If hired, you will be required to complete the federal Employment Eligibility Verification form, I-9. You will be required to present acceptable, original documents to prove your identity and authorization to work in the United States. Information from the documents will be submitted to the federal E-Verify system for verification.

THIS POSITION WILL REMAIN OPEN UNTIL IT IS FILLED.

The Texas State University System is an Equal Opportunity Employer.