TEXAS STATE UNIVERSITY SYSTEM
OFFICE OF INTERNAL AUDIT

JOB ANNOUNCEMENT: Director, Office of Internal Audit, Texas State University

The Texas State University System (TSUS) invites nominations and applications for the position of Director, Office of Internal Audit, at Texas State University. Texas State University is a member institution of the TSUS. This position will be posted until June 25, 2021. This position reports to the Chief Audit Executive (CAE) of the TSUS, who in turn reports to the Board of Regents through the Chair of the Finance and Audit Committee.

QUALIFICATIONS

Minimum Qualifications:
- BBA 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

The Director is responsible for the internal audit function at Texas State University and supervises 4 audit positions. The incumbent will perform risk assessments to develop audit plans for the campus; conduct audits, special studies, and analyses as directed by the CAE; perform special reviews requested by executive management; work cooperatively with System Administration and component executive and administrative personnel, other TSUS Internal Audit Directors, external audit entities, and other governmental agencies as required by his or her job functions; supervise and evaluate audit staff; prepare audit reports; present the results of work to campus management and to the CAE; and perform such other duties as are customarily performed by the director of internal audits of a governmental entity. The incumbent must be a person of impeccable character and reputation whose career has demonstrated a commitment to the highest ethical standards in the practice of his or her profession. Must have excellent judgment as demonstrated by the ability to prioritize activities to meet competing demands that change on a daily basis; to analyze complex and often sensitive situations and to discern and execute appropriate courses of action; and to determine when to escalate issues to the CAE and executive management. He or she must possess the ability to maintain objectivity and
independence and to ensure that audit activities are fulfilled in accordance with professional auditing standards and applicable state laws.

Some travel, up to 10%, with overnight stays, can be expected for the position.

More information on the internal audit function can be found in Chapter III, Paragraph 7, of the Rules and Regulations, Texas State University System. 
https://gato-docs.its.txstate.edu/jcr:68af5020-841f-40c6-9a03-b08369e0bdf/TSUS%20Rules%20and%20Regs%20thru%2003.01.21.pdf

SALARY AND BENEFITS

Salary is commensurate with the successful applicant's experience and qualifications, not to exceed $155,000 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.

ABOUT THE TEXAS STATE UNIVERSITY SYSTEM (TSUS)

Created in 1911 by the Texas Legislature to oversee the state’s normal schools for teachers, the TSUS is the oldest and third largest system of higher education in Texas. Operating on twelve separate campuses from the Rio Grande to the Sabine River, the System's seven universities and colleges collectively offer a comprehensive array of academic programs, from associate of arts to doctoral degrees. Over 87,000 students and 16,000 employees, respectively, study and work on the TSUS campuses.

ABOUT THE TSUS OFFICE OF INTERNAL AUDIT

The Office of Internal Audit is headquartered in Austin but maintains offices in Alpine, Beaumont, Huntsville, and San Marcos. Each remote office is led by a Director, who reports directly to the CAE. The CAE reports directly to the Chair of the Finance and Audit Committee of the TSUS Board of Regents.

ABOUT THE TEXAS STATE UNIVERSITY

With an enrollment of more than 38,000 students, Texas State University is the fourth-largest public university in Texas. Texas State University is a comprehensive institution with 97 bachelor’s, 88 master's and 12 doctoral degree programs and a growing portfolio of research activity. The university also has a talented, diverse student body. More information about Texas State University can be found at https://www.txstate.edu/.

SELECTION PROCESS

Screening of applications and nominations will begin immediately; applications and nominations must be received no later than 5:00 p.m. CST on June 30, 2021. To be considered for the position, applications and nominations must be accompanied by a completed State of Texas
Employment application (see [http://www.twc.state.tx.us/jobs/gvjb/stateapp.pdf](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 email to:

Ms. Carole M. Fox, CPA  
Chief Audit Executive, Office of Internal Audit  
carole.fox@tsus.edu

**ADDITIONAL INFORMATION FOR APPLICANTS**

- The TSUS is a tobacco-free/drug free workplace.
- A criminal history background check will be required for the finalist for this position.
- The TSUS is an “at will” employer.
- If hired, you will be required to complete the federal Employment Eligibility Verification form (I-9) and 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 validation.

The Texas State University System is an Equal Opportunity employer.