



JOB DESCRIPTION SUMMARY FORM FOR JOB POSTING

For Vacancy Announcement: Staff Internal Auditor

Minimum Qualifications:

- Bachelor's degree in accounting, finance or similar field of study
- Two or more years of experience in auditing

Preferred Qualifications:

- (2+) years of experience in auditing or finance at an institution of higher education
 - Professional certification as a CIA, CFE or CPA
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Overview of position: Summary of position's responsibilities

This incumbent assists the Chief Internal Auditor in assessing issues of non-compliance with College, State and Federal policies and regulations. The incumbent makes recommendations to ensure compliance and performs follow-up and assessments to confirm compliance.

Other tasks include internal audit tasks associated with:

- Developing the Annual Audit Plan
 - Follow-up to Office of Legislative Audits report of findings
 - Other external audit report follow-ups
 - BCCC ComplianceLine Report Investigations
 - OLA Fraud Hotline Investigations
 - Internal Audit planning and risk assessment
 - Self- initiated internal audits
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Employees in this classification receive supervision from the Chief Internal Auditor.