

Job Description

January 25, 2010

Dept: Office of Internal Audit

Position Title: Internal Audit Director

Grandfathered Title: N/A

Classification: Professional

Incumbent: None (new position)

DESCRIPTION OF WORK:

The major responsibilities of the Office of Internal Audit Include:

- Reviewing programs and policies to provide independent analysis of the efficiencies and effectiveness of University administrative operations with the programs reviewed and authorized by the Audit Committee;
- Working with External Auditors, so the University will produce reliable independent financial analysis;
- Working in partnership with fellow managers and executive management to ensure policies and operational procedures comply with the relevant government regulations and policies;
- Responsible for the daily administration of the University's ethics hotline and resolve reported issues when appropriate;
- Serving as a resource to the University community in identifying the need for and characteristics of efficient and effective internal controls;
- Reporting results to fellow managers, executive administration, as well as the Audit Committee of the Board of Trustees.

General Statement of Duties:

1. Review operational methods and practices for effectiveness and efficiencies and assist in oversight of departmental implementation of policies and procedures. Works with the appropriate internal constituents to resolve audit findings.
2. Determine the adequacy and effectiveness of the University's system of internal control related to financial reporting.
3. Coordinate internal audit efforts with those of the external auditor to avoid duplication and to monitor the progress made to resolve audit exceptions. Monitor the efforts of the external auditor to ensure maximum efficiency of the external audit process.
4. Evaluate established systems to ensure compliance with policies, plans, procedures, laws and regulations which could have a significant impact on operations.
5. Work with fellow managers and executive administration in collection of information for Internal Audit preparation and submitting an annual program plan to the Audit Committee.
6. Report the results of Internal Audit's examinations, the opinions formed and the recommendations made to those members of management who be informed or who should take corrective action for final reporting to the administration and Audit Committee.
7. Evaluate the reliability, integrity, and availability of financial information and the means used to identify measure, classify, and report such information.
8. Utilize project management tools, techniques, and technologies when working with internal and external parties to ensure compliance and efficiency initiatives are effectively planned and implemented.
9. Supervise student worker staff for fieldwork reviews.
10. Coordinate any specialized needs to the outsourced internal audit support and manage the ethics hotline reporting too.
11. Under administrative direction, manage special projects and initiatives, including but not limited to best practices initiatives; coordinate with administrative units within the University to identify and assess initiatives that improve the financial performance and/or provide for quality improvements for the University.
12. Provide support to internal constituents in order to ensure that the University's responses to audit reports are issued promptly and all findings, recommendations, and observations are addressed appropriately and completely. Subsequent to the completion of the audits, the position work with the persons responsible for actions taken in response to the audit's findings and recommendations will assure that the agreed upon action plans are appropriate.
13. Perform other duties as assigned.

QUALIFICATIONS FOR APPOINTMENT:

- Understands and is committed to the Mission and Vision of Webster University.
- At least eight years of experience in public accounting, business consulting, or internal audit, including planning, leadership and supervisory responsibilities at the Manager level, or higher
- Knowledge of general business management preferably in higher education
- In-depth knowledge of business practices, generally accepted accounting principles, auditing standards, and internal control frameworks.
- Experience with current best practices in financial accounting, reporting, and internal control processes
- Strong interpersonal/human relation skills
- Strong written and interpersonal communication skills, high energy, and the ability to work in a collaborative environment.
- Ability to lead by example, strong sense of initiative, self-direction, and a high level of motivation
- Ability to interact effectively and professionally with the University Board of Trustees
- Ability to prepare and make presentations
- Ability to maintain a high level of confidentiality
- Computer and technology literacy, including proficiency in the use of institutional database, accounting software and project management tools
- Bachelor's degree required; masters preferred. Requires CPA or CIA designation.