



DATE ISSUED: 0618
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director, Audit Services

JOB SUMMARY

Responsible for the management of Audit Services, including all internal audit activities. Responsibilities include financial, operational, compliance, and information technology audits, supervision of audit staff, budget management, and routine reporting to senior management and the Board of Regents. Responsible for upholding the principles of accountability, transparency, integrity and equity across the University's various functions. Performs consulting related work as appropriate. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: TWU Board of Regents and administratively to Chancellor/President

Supervises: Senior IT Auditor, Senior Auditor, may supervise Student Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Provides unbiased, objective assessments of whether university resources are managed responsibly and effectively to achieve intended results.
- Performs independent audits that include reviewing the effectiveness of operations to ensure reliability and integrity of financial and operational information, effectiveness of operations, safeguarding of assets, and compliance with laws, regulations, and contracts.
- Interviews personnel to obtain relevant information and an understanding of the audit area.
- Reviews documentation to ensure proper compliance with university policies and applicable laws, rules and regulations.
- Reviews information systems and evaluates their effectiveness, reliability, and security.

- Reviews documentation of Physical assets determining the degree to which they are utilized and safeguarded.
- Reviews documentation for internal control deficiencies, fraud, or compliance issues.
- Prepares audit reports and provides recommendations.
- Performs fraud investigations, as necessary.
- Manages the Office of Internal Audits.
- Recruits, retains and manages audit staff.
- Supervises and develops audit staff.
- Prepares annual internal audit plan using risk based methodology.
- Prepares Annual Internal Audit Report.
- Prepares and submits annual budget requests.
- Maintains internal quality assurance program.
- Develops strategic plan for the Office of Internal Audits.
- Ensures compliance with the Texas Internal Auditing Act.
- Serves as Liaison to the State Auditor's Office and other external auditors, as necessary.
- Where appropriate, may suggest greater and improved efficiencies and best practices to university units in separate university management reports.
- Prepares quarterly reports and presents to senior management and the Board of Regents.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree in Accounting, Business, or other related field. Master's degree in Accounting, Business, or other related field preferred.

EXPERIENCE

Ten years of progressively responsible auditing experience with a minimum of seven years of professional level experience in higher education auditing and/or governmental auditing. Minimum of five years of supervisory experience. Certified Public Accountant (CPA) license or a Certified Internal Auditor (CIA) certification is required. Additional professional certifications such as CISA, CFE or CGAP preferred. Familiarity with the International Standards for the Professional Practice of Internal Auditing, Institute of Internal Auditors Code of Ethics, and the Texas Internal Auditing Act Required.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of the International Standards for the Professional Practice of Internal Auditing, Institute of Internal Auditors Code of Ethics, and the Texas Internal Auditing Act.
- Knowledge of internal control concepts.
- Knowledge of auditing techniques.
- Knowledge of computer systems and information security concepts.
- Knowledge of fraud related concepts and investigations techniques.
- Knowledge of higher education and governmental operations.
- Ability to interact and work effectively with senior management and the Board of Regents.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to plan, organize, and perform audit and consulting engagements effectively.
- Ability to analyze information and utilize professional judgment.
- Ability to interpret and effectively apply the International Standards for the Professional Practice of Internal Auditing, Institute of Internal Auditors Code of Ethics, and the Texas Internal Auditing Act.
- Ability to effectively supervise audit staff to include professional development.
- Ability to develop strategic plans for the Office of Internal Audits.
- Ability to manage administrative aspects of the Office of Internal Audits.
- Ability to communicate effectively both orally and in writing.
- Ability to build strong working relationships and a positive work environment.
- Ability to be receptive to feedback, willing to learn and embrace continuous improvement.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.