

## Finance Job Function

### Audit Mgt VI

Grade: 60

Job Code: F0360M

Job Family: Audit

Job Family Matrix: [Audit \(Finance\) Matrix](#)

### Summary

Responsible for the development and implementation of the University's enterprise wide risk management program. Lead, train, and mentor a department of professional auditors and provides senior level guidance on risk assessment.

### Core Duties

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Create, develop, and implement University Risk Management Program
- Direct the development and implementation of policies, procedures and training programs designed to ensure that the institution complies with all laws, regulations and government contract/grant requirements
- Establish and execute risk-based audit and compliance business plans to assess the adequacy of internal accounting and administrative control systems
- Ensure the institution's assets are properly safeguarded and accounted for and operations are in compliance with all applicable laws, regulations and contract/grant provisions
- Support strategic planning discussions and manages change initiatives in the Risk Management and Audit Services department
- Manage quality assurance program in compliance with the rules established by the Institute of Internal auditors
- Collaborate with University-wide leadership to develop processes, policies and procedures
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations

### Basic Qualifications

- Master's degree or equivalent work experience required
- Minimum of 10 years' experience in a financial, compliance or audit role
- Supervisory experience

### Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, advanced excel skills
- Expert knowledge of OMB Circulars A-21, A-110 and A-133 desirable.
- Expert knowledge of the International Standards for the Professional Practice of Internal Auditing

### Certificates and Licenses

- Certified Public Auditor or Certified Public Accountant preferred

### Physical Requirements

### Working Conditions

- Work is performed in an office setting
- Frequent travel to other sites across the University is required