Title: Director, Internal Audit

Pay Scale Group: 22

Essential Function

Under general supervision from a designated administrator, plan and direct the administrative and operational activities of internal auditing and management services of the University.

Characteristic Duties

- Plan and direct the internal auditing and management services activities.
- Evaluate, recommend and implement University policies and procedures.
- Evaluate administrative systems and staff performance at the University; audit findings and make recommendations.
- Coordinate University business with State Examiner's Office.
- Perform audits of all University assets.
- Develop and implement policies and procedures for the Internal Auditing and Management Services.
- Develop budget; review and approve operating expenditures.
- Select, monitor and evaluate the performance of support staff.
- Review and perform special studies requested by the President and Vice Presidents.
- Provide systems and management services support to other departments.
- Provide direct supervision to exempt and non-exempt staff.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with seven (7) years experience; -OR- Associate’s degree with nine (9) years experience; -OR- eleven (11) years experience. Experience must be in Business Administration, Accounting, Internal Auditing and include three years of supervision.

Last updated: April 2007

An affirmative action/equal opportunity institution