

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Manager, Internal Audit	Range: 19 (CL)	Management Schedule
Date Revised:	September 8, 2015	Date Approved:	September 9, 2014
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of the Vice Chancellor of Finance and Facilities, and in conjunction with the District Director of Fiscal Affairs, this position is responsible for the internal audit functions of the District, augmenting the auditing activities of the independent external auditors, and serving as the District's technical expert on all audit matters.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Develops and implements an internal audit plan for the District that tests and evaluates compliance with federal and state laws, and District policies and procedures, and determines the accuracy and reliability of accounting, financial, EDP systems, and other operating controls.
2.	Prepares and presents reports identifying issues of noncompliance, commenting on lack of or inadequacy of existing policy including recommendations for improvements in operations and controls.
3.	Serves as a resource to improve the District-wide management of financial and operational responsibilities.
4.	Conducts internal audits; performs special audits as directed; conducts individual unannounced audits to discover misappropriation of assets or funds to prevent and/or detect fraud.
5.	Reviews audit findings with appropriate personnel, conducts follow-up reviews on the status of recommendations made by both internal and external auditors and determines whether corrective action has been taken to improve deficient conditions.
6.	Reviews the means of safeguarding assets and, as appropriate, verify the existence of such assets.
7.	Develops and implements audit activities and procedures; implements and updates accounting procedures and systems; recommends appropriate accounting treatment for year-end adjustments and closing activities.
8.	Coordinates and directly assists with all audits conducted by outside agencies such as the IRS, FTB, etc.
9.	Keeps current on changes in laws, regulations, or audit and compliance reviews related to community colleges and brings new developments to the attention of appropriate District staff.
10.	Prepares written reports for senior management and the Board of Trustees; interprets results to improve audit program and audit coverage; distributes a brief descriptive statement of work performed each quarter.

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11.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
12.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
13.	Attends a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
14.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
15.	Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
16.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The District Manager, Internal Audit maintains frequent contact with college and District departments and personnel, the Orange County Department of Education, the California Community Colleges Chancellor's Office, and other outside agencies.

EDUCATION AND EXPERIENCE

Required Qualifications

Bachelor's Degree from an accredited institution, with a major in accounting, finance, business or a related field.

Valid California license to practice as a Certified Public Accountant or Certified Internal Auditor.

Four years of progressively responsible experience as an auditor with an internal auditing unit or with a commercial auditing firm in financial or operational auditing with direct experience in planning, organizing and independently performing audit tasks for financial audits, compliance audits, performance or operational audits, and internal control reviews.

Desirable Qualifications

Master's Degree from an accredited institution in accounting, finance or business administration.

Audit experience in an educational institution with an automated accounting system.

Experience in planning and performing financial and compliance audits of California Community Colleges.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of generally accepted accounting principles and auditing standards, including government auditing standards.

Knowledge of state and federal laws, regulations and audit and compliance requirements as they relate to community colleges, including Internal Revenue Service, State Chancellor's Office, Governmental Accounting Standards Board, and other regulatory agencies.

Knowledge and experience with accounting and auditing software.

Knowledge of District organization, operations, policies and objectives.

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

Knowledge of record keeping procedures.

Knowledge of budget preparation and maintenance.

Knowledge of appropriate software and databases.

Ability to plan and organize all auditing functions in a manner that produces effective and efficient results.

Ability to exercise sound judgment in determining and carrying out proper audit procedures.

Ability to demonstrate skill in preparing concise written reports.

Ability to maintain confidentiality regarding audit issues and findings.

Ability to maintain highest levels of objectivity, professionalism, and integrity in all activities.

Ability to make effective presentations to administrators and the Board of Trustees.

Ability to interpret, apply and explain laws, regulations, policies and procedures.

Ability to assess, analyze, implement and evaluate research project activities.

Ability to analyze situations accurately and adopt an effective course of action.

Ability to plan, organize and prioritize work.

Ability to meet schedules and time lines.

Ability to work independently with little direction.

Ability to understand and follow oral and written directions.

Ability to communicate efficiently both orally and in writing.

Ability to supervise, train and provide work direction to others.

Ability to establish and maintain effective working relationships with others.

SPECIAL REQUIREMENTS

Valid California Driver's License

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.
