



# Savannah State University

## Position Description – Director of Internal Audit & Advisory Services

### **POSITION DESCRIPTION**

Position Title: Director-Internal Audit & Advisory Services FLSA Status: Exempt

Reports to: President

Department: Internal Audit & Advisory Services

Date Prepared: March 2008

### **BASIC FUNCTION**

The Director of Internal Audit & Advisory Services administers the University's internal audit program with emphasis on evaluating internal control, assessing process improvement, and optimizing customer service; and reports the status of all audit recommendation implementation to the President of Savannah State University and the Associate Vice Chancellor of Internal Audit at the Board of Regents.

### **NATURE & SCOPE**

The Director has a direct reporting relationship to the President and to the Associate Vice Chancellor of Internal Audit at the Board of Regents. The incumbent has ongoing contact with personnel at all management levels in the University.

The responsibilities of this position include administering a risk-based program of audits, monitoring and reporting on legal and regulatory compliance, helping safeguard assets, reviewing operating effectiveness, and facilitating positive change in the University's control structure. Professional decisions are made regarding how to incorporate overall management goals into the specific operations of an activity under review.

### **PRINCIPAL ACCOUNTABILITIES**

- Evaluates controls over critical business objectives and risks.
- Works with management to assess risk and ensure proper targeting of resources.
- Reviews business processes and suggests improvements based on standards.
- Develops an annual audit plan, in consultation with University management and staff at the Board of Regents.

### **SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED**

Bachelor's degree in accounting, finance, or related field from an accredited college or university. A minimum of three (3) years of direct accounting or auditing experience. Certified Public Accountant (CPA) or Certified Internal Auditor (CIA). Excellent written and oral communication skills.