



Savannah State University Position Description – Internal Auditor

POSITION DESCRIPTION

Position Title: Internal Auditor FLSA Status: Exempt
Reports to: President of the University & BOR Associate Vice Chancellor for Internal Audits
Division: President's Office
Date Prepared: June, 2006

BASIC FUNCTION

The Internal Auditor provides an independent, objective assurance and consulting activity designed to improve an organization's operations. Auditing helps an institution accomplish its objectives by bringing a systemic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

NATURE & SCOPE

Reporting to the President, this position is restricted by the function. The incumbent has auditing, review and consulting responsibilities, but it would be inappropriate for the position to have operational duties. The directions for the work for this position comes from the President, or the Board of Regents Associate Vice Chancellor for Internal Audits. The Internal Auditor completes assigned work and makes audit recommendations; however, decisions regarding implementation must be authorized by the President.

The work of this position is reviewed by the Associate Vice Chancellor of Internal Audits with the Board of Regents.

PRINCIPLE ACCOUNTABILITES

- Provides at the President's directions, advisory services, reviews assessments, consulting.
- Conducts audits
- Conducts follow up audits
- Conducts Investigations
- Reports to the Board of Regents
- Performs related duties as assigned

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires an MBA. CIA is preferred supplemented by min. four years professional accounting and auditing experience or na equivalent combination of education and experience. Thorough knowledge of auditing principles, theory/practices, accounting systems and higher ed. Financial structure/environment. Excellent communications skills are essential.