

Internal Auditor (REPOST)
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=168742>

Downloaded On: Jan. 21, 2022 5:37pm

Posted Oct. 4, 2021, set to expire Jan. 29, 2022

Job Title	Internal Auditor (REPOST)
Department	VP of Finance & Administration
Institution	Lee College Baytown, Texas
Date Posted	Oct. 4, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Legal Services Finance/Investment Management
Apply Online Here	https://apptrkr.com/2536698
Apply By Email	
Job Description	

Internal Auditor (REPOST)

Posting Number: 0001075

PS Position#: 00001219

Position Status: Full-Time

Salary: E81

Department: VP of Finance & Administration

Job Summary/Basic Function:

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The Internal Auditor is responsible for participating in or leading complex financial, operational, and compliance audits. Plans, prioritizes, manages, and performs multiple projects and tasks. This position will report to the Vice President of Finance and Administration for day-to-day duties, and to the President of the college, as well as audit committees of the college's board of directors when reporting audit results. Incumbent must be able to influence and advocate recommendations to management for the areas examined.

Duties and responsibilities include, but are not limited to:

- * Perform internal audit projects per approved audit plan in accordance with professional standards.
- * Plan projects appropriately, including determining objectives, scope, and criteria.
- * Gather sufficient, reliable, and relevant evidence from individuals or systems, document the conditions noted and related findings, analyze the information/data so that conclusions can be reached, develops actionable recommendations for improvement, compliance, or resolution.
- * Prepare audit reports for review and issuance.
- * Perform internal quality assessment reviews for projects, as assigned.
- * Work as a team member or individually in conducting audit projects.
- * Work collaboratively with internal and external contacts, utilizing excellent interpersonal and communication skills.
- * Follow up on the status of management's corrective action plan.
- * Perform a comprehensive, annual, system-wide risk assessment and develop an annual audit plan based on risk assessment.
- * Perform special projects as necessary, including investigations of complaints/allegations, analyzing confidential, and sensitive information.
- * Direct and assist external consultants and auditors as needed.
- * Develop and document internal control procedures as needed.
- * Keep abreast of industry practices, rules, and regulations related to the internal auditing profession.

Additional duties and responsibilities may include, but are not limited to:

- * Perform other duties as assigned.

Excellent benefits accrue with this full-time position. This is a security-sensitive position.

Lee College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin, or veteran status.

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Minimum Qualifications:

- * Bachelors (or higher) degree in Accounting, Finance, Business, or a related field
- * Five (5) years of full-time experience in auditing, including four (4) years of supervisory or project management experience
- * Certified Public Accountant (CPA) and/or Certified Internal Auditor (CIA)
- * Advanced knowledge and practice of the governmental general accepted auditing standards (GAAS), International Professional Practices Frameworks, accounting, auditing pronouncements, the Committee of Sponsoring (COCO) internal controls frameworks, and fraud deterrence guidance.
- * Knowledge of laws, regulations, or standards that affect students, employees, or vendors, including Control Objectives for Information and Related Technology, Project Management Body of Knowledge, federal and state laws, regulations and rules, and various government and higher education industry standards or best practices, such as the Texas Administrative Code.
- * Skilled in using information technology hardware/devices, Microsoft products, project management tools, and knowledge of and skills in using data mining/analysis software to extract and report information.
- * Knowledge of how routine business processes should be integrated with administrative system functions, such as PeopleSoft, etc.
- * Skilled in identifying problems and formulating actionable recommendations for process improvements or problem resolution.
- * Excellent negotiating, advocating, and verbal and written communications for process improvements or problem resolution.
- * Excellent negotiating, advocating, verbal, and written communications skills.
- * Able to display personal initiative and to adapt, handle multiple priorities, and meet deadlines.
- * Able to handle sensitive, confidential information dealing with students, employees, and vendors.
- * Must be able to work independently and in a team environment.
- * Must have the ability to influence and advocate recommendations to management for the areas examined.
- * Must be available to work evenings and weekends as needed.

Preferred Qualifications:

- * Certified Public Accountant (CPA) and/or Certified Internal Auditor (CIA)
- * Experience working in higher education

Campus/Location: Main Campus - Baytown, TX



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If other, provide location:

Close Date:

Open Until Filled: Yes

Special Instructions to Applicants:

This position requires applicants to attach the following documents: resume, cover letter, and copies of transcripts for all completed course work. (Official transcripts required upon employment.)

In addition, applicants must include a minimum of three (3) professional references on the online application.

Please do not mail, email, fax, or deliver any documents outside of the electronic application process.

To apply, visit [url=https://apptrkr.com/2536698]https://jobs.lee.edu/postings/7083

Lee College is an Equal Opportunity/Affirmative Action Employer, which encourages applications from qualified females, minority groups, veterans, and disabled individuals. It is the policy of Lee College to fully comply with the equal opportunity provisions of all applicable regulations and not to discriminate against any employee or applicant for employment because of gender, disability, race, color, age, religion, national origin, or veteran status in areas such as recruitment, selections, training, promotion, demotion, layoffs, terminations, rates of pay, or any other forms of compensation or benefits.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

VP of Finance & Administration
Lee College

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