

Internal Auditor  
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=259921>

Downloaded On: Jul. 18, 2025 12:41am

Posted Jul. 17, 2025, set to expire Nov. 15, 2025

**Job Title** Internal Auditor

**Department** All Jobs

**Institution** Community College of Philadelphia  
Philadelphia, Pennsylvania

**Date Posted** Jul. 17, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Fiscal Services

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**Job Description**

## Posting Details

### Position Information

Position Title: Internal Auditor

Requisition Number: SCA00821

## Internal Auditor Community College of Philadelphia

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### General Description

The Internal Auditor performs the College's internal audit function and assesses risk through the development and execution of the annual internal audit plan. The Internal Auditor will review financial, personnel, student and other records to ensure compliance with institutional policy and procedures and external laws and regulations as well as recommend best practices for operational, financial, technological and compliance purposes. Audit appraisal reports are prepared assessing the adequacy and reliability of internal controls and systems.

#ID23

### College Intro

*Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational chance in this city and beyond.*

*Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.*

### Specific Responsibilities

- Develop and implement an annual internal audit program which includes routine tests of a broad cross section of institutional processes and in-depth audits of priority areas.
- Provide senior management and the Board of Trustees with written analysis, appraisals, and

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recommendations summarizing findings of internal audits.

- Perform value-added financial, operational, and compliance audits of departments or processes within the College.
- Evaluate and test financial transactions and business processes in order to identify opportunities to enhance controls for identified risks and/or to improve operational and financial performance.
- Review management of Title IV and specially funded programs to validate financial reporting procedures and compliance with programmatic requirements.
- Assist external auditors and program reviewers by facilitating access to institutional records, and interpreting procedures and practices as needed.
- Verify enrollment statistics for government reporting and audit purposes.
- Review internal control systems for compliance with City, State and Federal government regulations and generally accepted accounting practices.
- Monitor and evaluate administrative systems employed by the College for integrity with respect to data reliability, and appropriate data control and security.
- Assist in the identification of best practices, internally and externally, to support the continuous improvement of administrative systems and procedures.
- Stay current with best auditing practices, regulations, issues and trends through professional development opportunities, training and membership in professional associations.
- Stay abreast of issues relating to the College's operations and activities.
- Deliver quality customer services to both internal and external constituents in a professional, helpful and courteous manner.
- Perform other duties as assigned.

**Minimum Qualifications**

- Bachelor's Degree in Accounting, Finance or a related field is required. A Bachelor's degree in any other field is acceptable along with a Certified Internal Auditor Certification. Any and all degree(s) must be from an accredited institution of higher learning.
- Five (5) years auditing experience required.
- Ability to meet deadlines and manage multiple and changing priorities in a fast-paced environment required.
- Demonstrated ability to exercise good judgment in evaluating situations and making assessments for decisions required.
- Experience working with ERP system required.
- Demonstrate thoroughness, ability to prioritize, and use of sound business judgment in the application of accounting principles, institutional policies, and business practices.
- Ability to negotiate issues and bring problems to resolution required.

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- Strong analytical, technical, verbal and written communication skills required.
- Excellent interpersonal skills to deal with all levels of personnel.
- Demonstrated ability to work independently required.
- An understanding of, and sensitivity to, the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college staff and students required.

**Preferred Qualifications**

- Master's degree preferred.
- Internal auditor experience preferred.
- Auditing experience in a higher education environment preferred.
- Experience working with Ellucian Banner preferred.

Work Location: Main Campus

**Benefits Summary**

**Benefits:**

*"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.*

**Full-time faculty and staff benefits include:**

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

**Additional College benefits:**

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March

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- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:  
<https://www.mycap.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 3

Min Salary/Hourly Rate: \$54,498

Max Salary/Hourly Rate: \$89,921

Job Posting Open Date: 02/11/2025

Type of Position: Administrator

Employment Status: Full-Time

### **Special Instructions to Applicants**

**Interested candidates should complete an online application.**

Cover Letter of interest and resume required.

Name and contact information of 3 references required.

Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.

Must be legally eligible to work in the U.S.

Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

## **Supplemental Questions**

Required fields are indicated with an asterisk (\*).

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1. \* How did you hear about Community College of Philadelphia?
  - CareerBuilder.com
  - HigherEdJobs.com
  - LinkedIn
  - The Chronicle
  - Veterans Job Fair
  - Professional & Technology Diversity Career Fair
  - AL DIA - Diversity Career Fair
  - Community College of Philadelphia Website
  - Indeed.com
  - Other
2. If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. \* What is the highest level of education you have completed?
  - No Response
  - High School/GED
  - Associates Degree
  - Bachelor's Degree
  - Master's Degree
  - Doctorate
  - Other
4. \* Do you have five (5) years or more of auditing experience?
  - No Response
  - Yes
  - No
5. \* Do you have a bachelor's Degree in Accounting, Finance or a related field or a Bachelor's degree in any other field along with a Certified Internal Auditor Certification?
  - Yes
  - No
6. \* Do you have internal auditing experience or auditing experience in a higher education environment?
  - No Response
  - Yes
  - No

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7. \* Do you have experience with database management and Banner (or other ERP system)?
- Yes
  - No
8. \* Salary bands at the College cover a wide range to accommodate varying levels of experience. Generally, salaries fall within the low to mid-range of the posted amounts, with some roles allowing for more negotiation. Please confirm that you have reviewed the salary range and are comfortable with it by responding "yes." Our benefits significantly enhance the total compensation package for full-time staff and include college-paid medical, dental, drug, life, and disability insurance; tuition remission for courses at the college; forgivable tuition loans for accredited institutions; a 403(b) retirement plan with a 10% College contribution and a 5% employee contribution; flexible spending accounts.
- Yes, the salary range is within my expected salary expectations.
  - No, the salary range is not within my expected salary expectations. (Please note: responding with this answer will disqualify you from the applicant pool, as the range will not exceed the posted ranges.)

## Documents Needed to Apply

### Required Documents

1. Resume
2. Cover Letter/Letter of Application

### Optional Documents

1. References

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**Contact Information**

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

**Contact** Abby Ametrano Aametrano@ccp.edu

All Jobs

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