UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Internal Auditor

DIVISION: Business and Finance

REPORTS TO: Senior Internal Auditor

GRADE: 12

SUPERVISES: Support staff

BASIC FUNCTION:

Within the University, provide independent appraisal activity that reviews operations as a service to management. Measure and evaluate the effectiveness of its internal control and the integrity of its financial records to ensure compliance with applicable laws and regulations and University policies and procedures. Coordinate internal audit activities with others to best achieve both audit objectives and the objectives of the University. Serve as contact person for all external audits.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Analyze business/fiscal operating procedures and matters related to all areas of the institution for efficiency and conformance to pertinent internal and external policies, regulations and statutes; develop and recommend new or improved procedures as appropriate; participate in the development of effective management procedures.

Review financial data included in a wide variety of reports (internal and external) for validity and propriety; issue professional opinions on such data as a contribution to management decision processes.

Perform operational audits or reviews of the management process.

Perform functions of a "protective" nature, including the prevention and detection of fraud and the inappropriate use of University resources.

Perform special investigations and analyses as requested by the Vice President of Administration and Finance and/or the Associate Vice President of Business and Finance.

Review and appraise the soundness, adequacy and application of accounting, financial and other administrative control over all University accounts and activities.
Ascertain the extent of compliance with federal, state and local laws and regulations, contractual obligations and with University policies and procedures covering all University accounts and activities. Monitor sub-recipient contracts as required by federal laws and regulations.

Ascertain the extent to which University assets are accounted for and safeguarded from losses of all kinds, including security of Electronic Data Processing, and related financial and student records systems.

OTHER DUTIES AND RESPONSIBILITIES

Provide liaison support to various external and internal audit functions.

Review University policies and procedures related to proposals and awards, procurements disbursements, billing, cash receipts and payroll.

Provide support and professional advice in the integration of departmental activities into the University's financial records system and the student records system.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT

Personal computers, printers and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS

Required: Bachelor's degree in accounting, forensic accounting, business administration or finance required. Three years of experience as an accountant or auditor required; Demonstrated ability to communicate effectively verbally and in writing, and to organize, coordinate and supervise support staff. Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and to effectively communicate the interpretation to others. Demonstrated ability to prepare and present detailed studies and reports, and to make recommendations concerning the substance of the studies and reports. Demonstrated strong interpersonal skills and the ability to prepare and deliver oral presentations and to speak effectively before faculty and administrative staff members on assigned work and related subjects. Demonstrated ability to read and transcribe data quickly and accurately; demonstrated ability to work with diverse groups.

 Preferred: Master’s degree preferred; CPA, CMA, CIA or CFE preferred.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.