UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Senior Internal Auditor

DIVISION: Administration

REPORTS TO: Vice President, Administration

GRADE: 13

SUPERVISES: Professional and 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. Provide leadership to the Internal Audit Office and supervise professional audit and support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide leadership to the Internal Audit Office and supervise professional audit and support staff.

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 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, Business and Finance and/or the Associate Vice President, 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 EDP 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 additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor’s degree in accounting or finance required; master’s degree preferred. Five years of experience as an accountant or auditor required; CPA preferred. Must possess the ability to communicate effectively verbally and in writing, and to organize, coordinate and supervise professional and support staff. Must be able to interpret institutional policies, plans, objectives, rules and regulations and to effectively communicate the interpretation to others. Must be able to prepare and present detailed studies and reports, and to make recommendations concerning the substance of the studies and reports. Must possess 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. Must be able to read and transcribe data quickly and accurately.

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