

## JOB DESCRIPTION

**TITLE:** Internal Auditor

**SUPERVISOR:** President

**JOB OBJECTIVES:** To determine the adequacy of the institution's systems of internal control and the degree of compliance with internal controls, policies, procedures, regulations, and laws. To determine the efficiency and effectiveness of financial, administrative, and academic management. To perform other duties as specified by the President.

### ESSENTIAL JOB FUNCTIONS:

- A. Prepares an annual audit plan and audit accomplishment report. Determine the priority of audits. Responsible for audits of technology centers.
- B. Plans and conduct financial, operational, and compliance audits in compliance with internal auditing standards and standards promulgated by the Comptroller of the Treasury.
- C. Uses TBR audit programs and internal control questionnaire and, as necessary, develops other audit programs, internal control questionnaires and audit procedures to be used.
- D. Performs tests for compliance with Tennessee Board of Regents' policies and guidelines, institutional policies and procedures, state and federal laws and regulations, and contractual requirements. Evaluates internal control structures, the adequacy of accounting records, and system design.
- E. Interacts with high-level officers of the institutions on matters of policies and procedures.
- F. Conducts special investigations as requested or deemed necessary, and makes recommendations for improved controls, operating procedures, accounting records, and systems designs.
- G. Coordinates the post-field work activities related to each audit, including informal discussion with departmental personnel, preparation of the report, and review of management responses to the report.
- H. Establishes and maintains effective working relationships with all college employees, Tennessee Board of Regents staff, and external contacts.
- I. Works with auditors from the Comptroller of the Treasury's office during routine audits and special investigations.
- J. Serves as a consultant to other departments when questions pertaining to internal control or procedures requirements arise. Serves on projects and committees reviewing proposed, revised, and/or new systems.
- K. Coordinates with appropriate institutional personnel audit instructions and directives received from the Tennessee Board of Regents.
- L. Reviews the Financial Integrity Act report prepared by institutional personnel.
- M. Performs follow-ups on findings and weaknesses resulting from the financial and compliance audits conducted by the Comptroller of the Treasury. Reports to the Tennessee Board of Regents on the resolution of findings and weaknesses.
- N. Conducts follow-ups on the internal audit reports and submit the resolutions of any audit finding recommendations to the Tennessee Board of Regents.
- O. Prepares for, attends, and follows up on Tennessee Board of Regents' Internal Auditors meetings.
- P. Establishes and maintains a quality assurance program based on directives of the Tennessee Board of Regents to evaluate the operations of the department.
- Q. Maintains and updates the TBR audit manual.
- R. Develops and controls departmental operating budget requests for next fiscal year.
- S. Reviews the Faculty and Staff Handbook and be familiar with its contents.
- T. Fulfills requirements necessary to maintain certification as Certified Public Accountant.
- U. Performs other duties as assigned by the Tennessee Board of Regents and the President.

### MINIMUM JOB STANDARDS:

- A. Bachelor's degree in accounting or a related field
- B. Certified Public Accountant or Certified Internal Auditor status
- C. Five (5) years or more experience in public accounting, internal auditing, or government accounting; and experience in working with large computerized accounting systems.

**JOB LOCATION:** The primary location is the college's main campus. Technology center audits will require travel to Dickson, Tennessee, and to the TTCN campus adjacent to Nashville State. Occasional travel to other sites may be required.

**EQUIPMENT:** Use of personal computers, desktop spreadsheets, network interfaces and word processing required

**CRITICAL SKILLS/EXPERTISE:**

Skills and expertise necessary to run an efficient and effective comprehensive program of internal auditing within the college. For specifics, see the Tennessee Board of Regents Audit Manual, section C:01:01:00 (Administrative/Professional Job Description), section V (Desirable Knowledge and Abilities).

**NON-ESSENTIAL FUNCTIONS:** Use of standard office equipment such as telephone, copy machine, and microfiche reader

**SALARY:**

**EMPLOYMENT DOCUMENTS:** Current Federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed

**APPLY TO:** Human Resources  
Nashville State Technical Community College  
120 White Bridge Road  
Nashville, TN 37209

*Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer*