



**DATE ISSUED:** 09/07  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Assistant Director, Internal Audits

### **JOB SUMMARY**

Performs work in the performance of internal audit functions at Texas Woman's University. Responsibilities include financial, operational, compliance and IT audits. Work is reviewed by the Director of Internal Audits and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director of Internal Audits

*Supervises:* May supervise Student Assistants

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Performs independent audits of reviewing effectiveness of controls, financial records, and operations.

Examines records to insure proper compliance with applicable laws.

Examines University accounting systems and evaluating their efficiency.

Reviews records pertaining to material assets, determining the degree to which they are utilized and protected.

Aids liaison, research and review of computer functions and computer audits for the department.

Prepares reports and recommendations.

Analyzes data obtained for evidence of deficiencies in controls, duplication of effort, extravagance, fraud or lack of compliance with managements policies.

Prepares annual audit and strategic plans.

Performs investigative and safety audits when necessary.

Serves as manager of the department of Internal Audits in the absence of the Director.

### **ADDITIONAL DUTIES**

Performs other duties as requested.

### **EDUCATION**

Bachelor's degree in Accounting, Business, or a related field or Masters Degree in Accounting.

### **EXPERIENCE**

Five or more years of progressively responsible auditing experience. Auditing experience in higher education and/or governmental area preferred. Knowledge of fund accounting. Professional certifications such as CPA, CIA, CISA, CFE or CGAP preferred. Familiarity with IIA Standards, IIA Code of Ethics and the Texas Internal Auditing Act preferred.

### **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

### **KNOWLEDGE, SKILLS, AND ABILITIES- The following are essential:**

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to apply budgetary and fiscal planning techniques within financial constraints.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to use a personal computer and other office equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

### **WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

### **SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

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***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***