

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**DIRECTOR, INTERNAL AUDIT & ADVISORY SERVICES**

**DEFINITION:**

Under the administrative direction of the appropriate administrator, is responsible for developing, planning, organizing and directing the district wide internal audit program; conducting independent appraisals of the financial records, procedures, operational and accounting systems of the District and organizational units to determine compliance with District policies, standards, and governmental regulations; and other related duties.

**EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

1. Develops, plans, organizes and directs the district wide internal audit program.
2. Coordinates all external audits and serves as liaison between external auditors and departments; assists managers in resolving audit findings and making appropriate operational improvements.
3. Assist in the preparation and auditing of District financial reports; assists in directing the closing of the fiscal year and plans and coordinates the annual contracted audit of fiscal operations and activities
4. Reviews various financial reports for completeness and accuracy before submitting same to federal and State agencies.
5. Makes recommendations to the appropriate administrator(s), in responding to independent auditors report including suggestions for taking corrective actions.
6. Reviews and appraises the District systems of internal control and recommends improvements wherever needed to strengthen internal control. Performs audit of electronic data processing systems and participates in planning further computerization particularly by making suggestions to strengthen internal audit capabilities.
7. Audits District operations for compliance with federal, State, and District rules and regulations. Performs special audits, unannounced audits, and projects as assigned
8. Conducts financial audits to ascertain conformity with generally accepted accounting principles and generally accepted governmental accounting standards.
9. Conduct District operational audits to review the effectiveness and efficiencies of such operational units or processes. Provides technical advice, training, and information to appropriate administrators to ensure optimal level of operations.
10. Reviews internal audit findings with departments being audited, and prepares and presents the audit report to appropriate administrators. Provides technical advice, training, and information to appropriate administrators.

11. Facilitates meetings, workshops, seminars, etc. (e.g. financial procedures, regulatory requirements, community or outside agencies, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
12. Assists in the implementation of any new compliance and accounting procedures. Interprets, applies, and assures compliance with applicable laws, codes and regulations; remains current on applicable legislative decisions and developments.
13. Studies, on a continuing basis, changes in federal and State laws, regulations, and compliance reviews and brings new developments to the attention of appropriate District
14. Verifies accuracy of enrollment and attendance data by examination of supporting records.
15. Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education and Experience**

1. Graduation from an accredited four-year college or university with a major in accounting, business or other related field
2. Three years recent professional field audit experience with an internal auditing unit or with a commercial auditing firm or equivalent school audit experience.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge**

Knowledge of the principles, practices and procedures, laws, rules and regulations that are applicable in the course of audits.

### **Ability**

Ability to plan and organize all auditing functions in a manner that produces effective and efficient results; to work independently and exercise sound judgment in determining and carrying out proper audit procedures; to prepare concise written reports; and to communicate and interact with people in a professional manner.

## **SPECIAL REQUIREMENTS**

- Possession of and/or ability to obtain and maintain a valid California Driver's License and maintain a safe driving record during the course of employment.
- Ability to provide own transportation to and from college campuses and other meeting sites as required.

## **DESIRABLE QUALIFICATIONS**

1. Possession of a valid license to practice as a Certified Public Accountant or Certified Internal Auditor.

Board Approved: April 14, 2005

Revised: January 18, 2018

Range: 16