

INTERNAL AUDIT MANAGER

Function of Job:

Under administrative direction of designated supervisor, plan, manage, and conduct financial, operational, and regulatory compliance audits and other specialized investigative audits and consultations, such as information technology, compliance, or other technical/operational audits throughout the University System, including identifying audit objectives and scope, determining and assessing risks, developing time budgets and writing reports of findings and recommendations and supervising staff.

Characteristic Duties and Responsibilities:

1. Plan, manage, and perform specialized investigative audits, including determining audit objectives and scope, identifying and assessing risks, developing time budgets and audit programs, and ensuring compliance with Internal Audit work paper standards for each audit.
2. Using knowledge of area of expertise, perform examinations of specialized operations to determine compliance with all pertinent statutes, policies, procedures, effectiveness in meeting operational requirements, efficiency, and sound accounting principles and practices and serve as a consultant for departments on such matters.
3. Assist with the overall supervision of internal audit staff, including assisting with staff professional development, training, and evaluation.
4. Assist in the development of the annual audit plan, execution, monitoring, and risk assessment, especially for area(s) of expertise.
5. Examine records of institutional fiscal expenditures in assigned area(s) for compliance with all pertinent external controls, reporting methods and limitations.
6. Interview concerned administrators and/or staff to obtain complete and accurate information related to specialized investigations and/or operational reviews.
7. Analyze/evaluate results of audits performed and develop recommendations to correct deficiencies.
8. Maintain currency in audit practices and regulations..
9. Prepare audit reports including recommendations for improved practices/procedures, with supporting data, and review findings/recommendations with Audit Director.
10. Follow up recommendations made as a result of audits to substantiate/evaluate the implementation of recommended changes.
11. Hire, train, evaluate, and supervise staff as assigned.
12. Serve as liaison in area of expertise with audit community and with external auditors' staff on behalf of USNH to ensure proper completion of internal audit projects and external audit assistance.
13. Perform other related duties, as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in Accounting, Business, or closely related area, and five years of professional auditing experience, including three years of supervisory experience, or Master's degree in Accounting or Business and three years of experience, including supervision.
2. Certification as a Certified Public Accountant
3. Effective oral and written communication skills.
4. Computer skills as required by department.

Additional Desirable Qualifications:

1. Knowledge of college/university financial auditing policies, methods and practices.

9/30/08 _____
System Approval

1/28/08 _____
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.