DIRECTOR OF AUDIT SERVICES AND COORDINATION

The Director of Audit Services and Coordination manages audit and advisory services for University departments and auxiliary organizations with primary responsibility for coordinating and managing external auditing activities on behalf of the University. The Director will provide consultation on administrative and financial policies, laws, and regulations and is the direct contact for reports on fiscal improprieties and fraudulent activities.

PRIMARY RESPONSIBILITIES INCLUDE:

- Acts as liaison for audits conducted by external auditors, including auditors from the offices of the State Controller, State Auditor, CSU Chancellor’s Office (University Auditor), and other governmental agencies.
- Assists university personnel in responding to external audit reports. Reviews implementation plans for effectiveness and efficiency, provides appropriate follow-up assistance in implementation, and verifies resolutions.
- Works with Department Heads on tracking management responses to audit findings to ensure their execution and completion.
- In consultation with Division Heads, performs periodic risk assessments of university operations.
- Provides counsel to management regarding audits, internal controls, business systems, tax issues, and other accounting and financial issues.
- As identified, performs audits, surveys, or reviews to evaluate the effectiveness of accounting controls, integrity of financial records and soundness of business operating practices.
- Analyzes and evaluates audit results and makes recommendations to resolve internal control weaknesses, improve operations, and reduce costs.
- Provides written and oral communication, as necessary, of audit findings and recommendations to various levels of management.
- As identified, performs investigations and serves as the University’s Whistleblower contact.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree from an accredited four-year college or university is required.
- Minimum of five years of relevant professional audit work experience in a higher education environment with sufficient scope and complexity to conclusively demonstrate the ability to handle the work required of the position.
- Knowledge of internal control systems.
- Knowledge of and ability to apply principles and practices of internal auditing as included in the Standards for the Professional Practices of Internal Auditing adopted by the Institute of Internal Auditors.
- Ability to plan audits, conduct surveys, develop audit objectives, write audit programs, and manage an internal audit function in a complex organization (preferably in higher education).
- Experience in evaluating internal control systems and providing recommendations for improvements.
- Ability to provide leadership to the internal audit function.
- Ability to review and analyze systems and procedures to provide recommendations and alternatives for stronger internal controls, revenue enhancements, cost cutting, system improvements, etc.
- Knowledge of public higher education and administration practices.
- Ability to quickly learn applicable federal and state laws as well as policies and directives of the CSU Office of the Chancellor.
- Knowledge of and familiarity with accounting systems software, including current auditing software packages and demonstrated personal computer skills using spreadsheet and word processing packages.
MINIMUM QUALIFICATIONS (CONT'D):

- Strong planning and organizational skills. Ability to direct the work of others and establish and maintain effective working relationships.
- Ability to communicate effectively, both orally and in writing, and to interact successfully with administrators, constituents, and employees in a dynamic and diverse workforce and at all levels.
- Knowledge of data information security practices.
- Knowledge of investigative theory and methods and experience in conducting investigations.
- General knowledge of tax issues affecting governmental and not-for-profit institutions.

PREFERRED QUALIFICATIONS:

- Possession of an advanced degree or professional certification, such as a Certified Internal Auditor.

APPLICATION PROCESS:

A complete application will include a cover letter addressing the qualifications above, curriculum vitae, and the names, e-mail addresses, and phone numbers of three references. References will not be contacted without explicit permission from the candidate. Applications can be submitted in confidence at http://hr.fullerton.edu/jobs/. Online application must be received by electronic submission on the final filing date by 9:00 PM (Pacific Standard Time)/midnight (Eastern Standard Time). Applicants who fail to complete all sections of the online application form will be disqualified from consideration. Only those applications received by November 15, 2018 will be assured full consideration.

California State University, Fullerton celebrates all forms of diversity and is deeply committed to fostering an inclusive environment within which students, staff, administrators and faculty thrive. Individuals interested in advancing the University’s strategic diversity goals are strongly encouraged to apply. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose.

ABOUT CSUF

Cal State Fullerton, a leading institution of the 23-campus California State University system, enrolls more than 39,000 students and offers 110 degree programs. An intellectual and cultural center for Orange County, Cal State Fullerton is a primary driver of workforce and economic development throughout the region and a national model for supporting student success through innovative, high-impact educational and co-curricular experiences, including faculty-student collaborative research. The University embraces its rich diversity, recognizing that it both enhances the educational experience for students and uniquely prepares them to excel as emergent leaders in the global marketplace and in their communities. Cal State Fullerton is recognized as a top public university in the West, in particular for its work in supporting underrepresented students in earning a college degree. For more about Cal State Fullerton, visit http://www.fullerton.edu/.