

Internal Auditor

Posting Details

Posting Details (Default Section)

Posting Number:	0600557
Open Date:	10/21/2015
Position Title:	Internal Auditor
Working Title:	
Department:	Business & Financial Affairs
Position Type:	Classified Administrators
Months of Service:	12 months
FTE:	1.0
Responsibilities:	<p>RESPONSIBILTIES: Under the administrative leadership and general direction of the Vice President for Business & Financial Affairs, the Internal Auditor is an advisor to the Superintendent/President, directs all internal audit activities for the Southwestern Community College District (SCCD). The internal audit department provides objective and professional evaluations of SCCD operations and conducts internal audit activities in accordance with State law, District policies and professional auditing standards. REPRESENTATIVE DUTIES: With the input of appropriate District staff, performs an annual District-wide risk assessment and develops an audit plan consistent with the risks identified and the District's business objectives; plans and directs the District-wide internal audit program; conducts internal audits; examines financial aid records, procedures, operational and accounting systems of the District and college organization units to determine compliance with District policies and government regulations; conducts special audits and studies requested by management or the Governing Board; provides leadership and strategic direction to the internal audit function; develops and executes a comprehensive audit program to evaluate management controls over all financial activities; examines and reports on the effectiveness of management in safeguarding assets and compliance with established policies and procedures. Prepares written reports of findings and recommends improvements; prepares and makes presentations for the Budget Committee and other Governing Board standing committees; determines compliance with recommendations of independent auditors and auditors from other Federal, State and local agencies. Provides technical assistance to management and staff; coordinates and assists outside auditors in their annual audit of the District's financial statements; designs and/or performs special examinations or investigations as appropriate; participates in local, state and national internal auditing organizations to maintain current industry practices, changing professional standards, audit trends and higher education and government industry standards; prepares annual audit schedule of the Internal Audit Department; perform related duties and responsibilities as required.</p>
Knowledge & Abilities:	<p>MUST HAVE KNOWELDGE OF: Knowledge of modern internal audit philosophy and practices; knowledge and understanding of the operations of a large educational institution; knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Government Accepted Standards (GAGAS); knowledge of Fund Accounting; familiarity with automated financial systems and the ability to access and utilize data</p>

from mainframe computer applications; skill in interpreting and applying regulations, conducting interviews, gathering facts and preparing precise reports; excellent analytical and problem resolution skills; excellent project management skills; principles, practices, policies, and procedures used in professional accounting and auditing work, particularly pertaining to financial analysis and research procedures; pertinent federal, state, and local laws, codes, and regulations including applicable sections of State Education Code as well as laws, regulations, and policies governing the fiscal requirements of various state and federal agencies; interpersonal skills using tact, patience, and courtesy; English usage, spelling, grammar, and punctuation; advanced oral and written communication skills. MUST HAVE ABILITY TO: Analyze and assess programs, policies, and operational needs and make appropriate adjustments; develop and implement programs to meet the District's fiscal affairs goals and objectives; read, interpret, apply, and explain applicable complex laws, regulations, requirements, policies, and procedures; ensure adherence to College and District policies, practices and procedures; provide direction to District administrators on fiscal affairs issues; identify and respond to sensitive organizational issues, concerns, and needs; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; prepare and present comprehensive, effective oral and written reports; adapt to changing technologies and learn functionality of new equipment and systems; work successfully with District faculty, administrators, and staff as well as community representatives; work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of the community college environment; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Education & Experience: Any combination equivalent to: a Bachelor's degree with major course work in accounting, finance, business administration, public administration, or related field AND five years of increasingly responsible, directly-related experience in professional auditing or closely-related functions which includes management and supervisory experience with extensive experience in computerized financial and accounting systems, preferably in an educational or other public agency. A Master's degree is preferred.

Minimum Qualifications:

Desired Qualifications:

Licenses and Other Requirements: Certified Public Accountant (CPA) licensure and CIA license preferred.

Working Conditions: The conditions herein 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 job functions. Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals. Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Salary: Range 35, Steps 1-6, \$7,572.00-\$10,767.00. An excellent benefits package which includes medical, vision, dental, retirement, vacation,

generous sick leave package, and life insurance is available for the employee and eligible dependents. This position is a classified exempt position in accordance with the Fair Labor Standard Act and California Education Code Section 88020. The employee holding this position is not eligible for overtime compensation.

Salary Schedule:	Classified Administrators
Work Schedule:	Monday-Friday: 8:00 a.m.-5:00 p.m. (Approximately). Work schedule may be adjusted to meet the needs of the department. Successful candidate may be assigned to any of the campus sites (Chula Vista, National City, Otay Mesa, and/or San Ysidro).
Start Date:	As soon as the successful candidate is identified and following the subsequent governing board approval.
Screening Deadline:	All application materials must be received on-line at https://jobs.swccd.edu . Position is open until filled. Applications received by the first screening deadline of 11:59 p.m. on Friday, November 13, 2015 are guaranteed to be reviewed by the selection committee. Any application received after the deadline is not guaranteed a review.
Open Until Filled	Yes
Required Applicant Docs Cont'd	Southwestern College Online Application
Supplemental Questionnaire:	
Special Instructions to Applicants:	Upload CPA and/or CIA license under Other Certificate or under License.
Equivalency	If you do not possess the exact degrees listed above under MINIMUM QUALIFICATIONS or if you anticipate receiving the required degree prior to the start of the assignment, please complete a "Supplemental Equivalency Application" available from the SWC Human Resources Web page (http://swccd.edu/modules/showdocument.aspx?documentid=1609). You will need to complete and upload this form with your online application.
Foreign Degrees:	Foreign degrees require an evaluation for United States equivalency from an agency having membership with the National Association of Credential Evaluation Services, Inc. Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached to your online application at the time of applying. For your convenience, we have provided the NACES (National Association of Credential Evaluation Services) membership list to assist you in complying with this requirement; click on the Helpful Job Tips link on the navigation bar. You may use any other certified transcript evaluation service at your disposal.
Additional Information:	We regret we are unable to accept faxed, e-mailed, mailed, or hand delivered application materials. Only complete application materials submitted through SWC online system will be accepted. To complete and submit your application for this position, please visit our online employment website at www.swccd.edu . All required information must be

submitted online before the review date and time indicated on the job posting.

A confirmation number will be assigned if your application packet has been successfully submitted. Assistance with the online application process is available through the Human Resources Office at 900 Otay Lakes Road, Chula Vista, CA 91910; telephone: (619) 482-6395 or e-mail to employment@swccd.edu.

It is the sole responsibility of the applicant to ensure that all application materials are received by the review deadline date. A separate, complete application packet is required for each position for which you are applying for. All materials included in your application packet become District property, will not be returned, will not be copied, and will be considered for this opening only.

Upon offer of employment, the successful applicant must be able to provide proof of eligibility to work in the United States.

Reasonable accommodations will be provided to candidates with verified disabilities. Accommodation requests should be made at the time the interview appointment is scheduled.

As an Equal Opportunity Employer and in compliance with the Americans with Disabilities Act, Southwestern Community College District will make reasonable accommodations for individuals with disabilities.

The Southwestern Community College District shall not discriminate against any person in employment or in any program affiliated with the District on the basis of age, ancestry, color, ethnic group identification, national origin, religion, race, sex, sexual orientation, physical or mental disability, veteran status, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Selection Procedure:

A screening committee will evaluate applicants, taking into account the breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. Selected applicants will be invited for an interview.

INTERVIEW TRAVEL COSTS MUST BE BORNE BY THE APPLICANT.

We reserve the right to re-open, re-advertise, delay or cancel filling this position.

If additional positions become available in this classification, applications received in response to this posting may be considered for those additional positions for up to 90 days after final board approval.

HR Contact Information:

Southwestern Community College
Human Resources (Room 1670)
900 Otay Lakes Road
Chula Vista, CA 91910
www.swccd.edu
(619) 482-6395

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you learn about this career opportunity?

- Chronicle of Higher Education
- Craig's List
- Diverse, Issues in Higher Education
- Ed-Join
- Higher Ed Jobs
- Hispanic Outlook in Higher Education
- Jobing
- Latinos in Higher Education
- San Diego Union Tribune
- SDSU Aztec Career Connection
- SWC Website
- The Registry
- Tribal College Journal
- UCSD Job Listing
- Women In Higher Education
- Other (Please Specify if not listed above)

2. If Other, please specify.
(Open Ended Question)

Required and Optional Documents

Required Documents

1. Letter of application (Cover Letter)
2. Resume
3. Unofficial copies of college transcripts with date degree conferred

Optional Documents

1. Unofficial copies of college transcripts with date degree conferred 2
2. Other Certificate (See Special Instructions)
3. Licenses & Other Requirement (See Special Instructions)