



## Mississippi Board of Trustees of State Institutions of Higher Learning Position Announcement

### **JOB TITLE: Assistant Commissioner for Audits and Risk Management**

The Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) seeks applications for the position of **Assistant Commissioner for Audits and Risk Management**. The Assistant Commissioner for Audits and Risk Management will report to the Budget Committee and ultimately to the Board, but will report administratively to the Commissioner of Higher Education. IHL is governed by a twelve-member Board of Trustees and consists of eight universities. The eight universities enroll a total of 80,516 students.

IHL offices are located in Jackson, Mississippi

### **JOB SUMMARY:**

The incumbent will assist the Board of Trustees and system management in identifying, managing and mitigating risk and ensuring risk management processes are integrated into the system's business practices and academic and research activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

A review of this description has excluded the marginal functions of this job which are incidental to the performance of fundamental job duties. All duties or requirements are essential job functions. *This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.* This employee will be required to follow any other job-related instruction and to perform any other job-related duties requested by their Supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

### **Responsibilities include:**

#### **Financial Audits**

- Adheres to IHL and department policies, procedures, and regulations.
- Conducts independent audits at all levels of IHL institutions to assess financial, administrative and functional operations.
- Provides objective and professional evaluations of the universities' systems of internal control through financial, operational and compliance audits.
- Advises on control weaknesses and opportunities for improvement to ensure efficiency and effective operations.
- Reviews/analyzes financial and administrative data to determine the degree of compliance with relevant accounting and operating policies/procedures as well as measuring the effectiveness of strategic initiatives and expected outcomes.
- Communicates clearly and concisely, both verbally and in writing, with diverse audit populations, ranging from base-line operating staff to senior management.



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- Obtains, analyzes, and appraises evidentiary data as the basis for informed, objective opinions on the adequacy and effectiveness of the system.
- Participates in IHL special projects and initiatives.
- Conducts face-to-face entrance and exit interviews with auditees and other interviews as needed throughout the audits.
- Provides reviews and evaluations of business processes and assesses needs for new business processes.
- Advises on aspects of policies, process enhancements and procedures.
- Generates and updates a set of best practices relating to financial, operational, compliance, information systems, risk management, and insurance.

### **Information Technology Audits**

- Reviews organization's fiduciary responsibility in satisfying the quality of IT deliver services while aligning with business objectives and establishing an adequate system of internal controls.
- Performs information systems audits focused on security controls of physical and logical security of the server including change control, administration of server accounts, system logging and monitoring, incident handling, system back up and disaster recovery.
- Perform integrated audits to include review of the business operations and their dependency of automated systems to support the business process. The audits will focus on application controls, administration of user access, application change control and backup and recovery to assure reliability, integrity and availability of the data.
- Performs specific audits of computer applications and of information technology infrastructure.

### **Risk Management**

- Through the Director of Risk Management, develops and establishes procedures, objectives and business plans consistent with those of the Board and state regulatory agencies to ensure programs are beneficial to all members and compliant with the various policies, statutes, and rulings of these bodies.
- Through the Director of Risk Management, collaborates with all entities and employees under the Board's jurisdiction to communicate and support all requirements of the various programs.
- Through the Director of Risk Management, develops and establishes procedures and objectives of the system risk management program and directs and collaborates with attorneys in the litigation of claims.
- Through the Director of Risk Management, oversees and administers the insurance and self-



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insurance plans of the universities, evaluates risk mitigation practices, evaluates compliance with laws, regulations and policies and directs and collaborates with third party claims administrators, actuaries, financial managers, financial auditors, loss control engineers and claims auditors to assure the plans are effectual in delivering services while remaining financially viable.

- Through the Director of Risk Management, monitors compliance with risk management policies and procedures and acts as an advisor to the universities in situations relating to exposure, risk, and insurance.
- Through the Director of Risk Management, investigates all claims and suits as well as negotiations of any third-party settlements.

### **QUALIFICATIONS:**

#### **Education and/or Experience:**

Bachelor's degree in accounting and Certified Public Accountant required. Master's Degree preferred; or, four to ten years related experience and/or training; or equivalent combination of education and experience.

#### **Mental Requirements (Knowledge, Skills and Abilities):**

- Excellent written and verbal communication skills.
- Excellent organizational, analytical, and time management skills.
- Ability to work under pressure and to meet multiple deadlines.
- Ability to develop short term and long term goals.
- Ability to collaborate with diverse persons, agencies, and groups.

### **CONFIDENTIALITY STATEMENT:**

Employees of this department are prohibited from disclosing confidential and proprietary information of the employer and employees. This confidentiality obligation is effective while employed in this department and continues after termination of employment.

#### **Application requirements:**

To apply for this position, submit an official [JHL Application for Employment](#) along with a letter of interest illustrating the match between the candidate's experience and the position requirements, a current vita, and the names and contact information, including email addresses, for five professional references to the following address:

**Mississippi Institutions of Higher Learning  
Office of Human Resources  
3825 Ridgewood Road  
Jackson, MS 39211**

Documents may also be emailed to [hr@mississippi.edu](mailto:hr@mississippi.edu) or faxed to 601.432.6129.

Women and minorities are urged to apply. For more information regarding IHL, visit our website at: [www.mississippi.edu/ihl](http://www.mississippi.edu/ihl).

**AA/EOE/ADA**