

# Position Announcement

## **JOB TITLE: Chief Audit Executive**

The Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) seeks applications for the position of Chief Audit Executive. The **Chief Audit Executive** reports directly to the Board of Trustees 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 80,000 students.

### **Job Summary**

The position will provide oversight of internal audit within the IHL University System to assure that an effective internal audit function (which includes a risk-based annual and long-range audit plan, a reporting mechanism, and a quality assurance program) is in place system-wide.

### **Essential Functions**

Examples of work performed in this classification may include but are not limited to the following:

- Adheres to IHL Board, IHL Executive Office and department policies, procedures, and regulations.
- Reviews and appraises the soundness, adequacy, and application of accounting, financial, and other operating controls and promotes effective control at reasonable cost.
- Plans audits of departments and universities by evaluating factors such as risk, date of last audit, change in management, turnover in personnel and general complaints. Develops audit programs for operation, financial, compliance, and information systems. Gathers feedback from the IHL Board and IHL Executive Office to incorporate concerns into audit plans.
- Conducts operational, financial, compliance, and information systems audits to include evaluating effectiveness and efficiency of internal controls, preparing audit work papers and permanent files, applying professional audit techniques, documenting findings, and recommending solutions to findings. Ascertains the extent of compliance with established policies, plans, procedures, law, and regulations. Adheres to and conducts audits in accordance with the Standards for the Professional Practice of Internal Auditing.
- Ascertains the extent to which university assets are accounted for and safeguarded from losses of all kinds.
- Reviews and appraises the economy and efficiency with which resources are employed. Ascertains the reliability of data developed at the various universities. In areas where specific data is periodically required to be reported to the IHL Board of Trustees, reviews and evaluates the consistency of methodology used in reporting the data.
- Serves as the chief liaison to the IHL Board of Trustees concerning internal audit and other audit-related issues by appropriately informing and advising the IHL Board of Trustees of audit and audit-related matters within the system. This may be accomplished through many channels including the Commissioner of Higher Education and/or the IHL Board of Trustees.
- Reports findings to the IHL Board of Trustees, the Commissioner of Higher Education, the Associate Commissioner for Finance, the appropriate Institutional Executive Officer, the appropriate Chief Financial Officers of the institutions, and the department manager audited to include results of audit, recommendations based on audit findings, and other pertinent data.
- Recommends operating improvements.
- Serves as point of contact and a resource for existing on-campus internal audit departments.
- Communicates with IHL's external auditors to understand and follow up on findings discovered through the external audit process.
- Maintains IHL's confidential fraud and abuse hotline.
- Recommends initiation of investigations of possible misappropriations of assets to the IHL Board and/or Commissioner and, when assigned, conducts investigations with proper discretion.

## **Education and Experience**

Preferred candidates for this position should possess the following combination of education and/or experience:

- Bachelor's degree (B.S. in Accounting or equivalent) from a four-year college or university, five years experience in auditing, with not-for-profit experience preferred, and three years experience at a manager level of an audit function. CPA or CIA is required for this position.

## **Travel**

Some travel may be required for this position.

## **Application Requirements**

Completed applications should include a letter of interest, current résumé or vita; and the name, e-mail address, and phone numbers of three (3) professional references. To apply for this position, submit an official [IHL Application for Employment](#), along with the documents noted above to the following address:

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

Applications may also be emailed to: [hr@mississippi.edu](mailto:hr@mississippi.edu) or faxed to 601.432.6129. For more information regarding IHL, visit our web site at <http://www.mississippi.edu/jobs/>

The Board of Trustees of State Institutions of Higher Learning is an Equal Opportunity Employer.