



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

JOB TITLE: Manager of Internal Audit

The Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) is seeking a strategic, collaborative, and results-oriented professional to serve as Manager of Internal Audit. This role offers a unique opportunity to influence governance, risk management, and accountability across Mississippi's public university system, which includes eight universities serving more than 80,000 students. This position is based at the IHL Executive Office in Jackson, Mississippi.

Position Summary:

Reporting directly to the Chief Audit Executive, the Manager of Internal Audit plays a key leadership role in strengthening internal controls, improving operational effectiveness, and supporting transparency and compliance across the system. This position provides meaningful exposure to executive leadership and the Board of Trustees, as well as opportunities to contribute to system-wide initiatives and institutional improvement.

The Manager of Internal Audit supports the Chief Audit Executive in delivering a comprehensive, risk-based internal audit function for the IHL public university system. The role is responsible for planning, leading, and executing financial, operational, compliance, investigative, and advisory engagements across the Executive Office and member universities.

This position evaluates governance, risk management, and internal control processes; provides actionable recommendations to leadership; and promotes accountability, efficiency, and continuous improvement throughout the university system.

Essential Functions:

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. Employees 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.

Audit Leadership & Execution

- Plan, lead, and perform complex internal audit engagements, including financial, operational, compliance, and investigative reviews
- Supervise and review audit procedures such as interviews, data analysis, process walkthroughs, and control testing
- Prepare high-quality audit reports, workpapers, and documentation, including clear findings and actionable recommendations
- Monitor and follow up on audit recommendations to ensure timely and effective resolution



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Risk Management & Strategy

- Assist in developing and executing a risk-based annual audit plan and long-range audit strategy
- Evaluate the effectiveness of governance, risk management, and internal control processes across the system
- Assess compliance with Board policies, institutional policies, and applicable federal and state laws, regulations, and grant requirements
- Identify emerging risks and provide insights to support proactive risk mitigation

Advisory Services & Investigations

- Provide advisory services to leadership on internal controls, risk mitigation, compliance, and best practices
- Support investigations involving suspected fraud, waste, abuse, or other irregularities
- Promote fraud awareness and ethical practices across the public university system while maintaining independence and objectivity

Stakeholder Engagement & Leadership Support

- Communicate audit results and recommendations effectively to executive leadership and other stakeholders
- Serve as a trusted advisor to institutional leadership across the public university system
- Act as a backup to the Chief Audit Executive, including participation in meetings and key initiatives
- Serve, as needed, in interim leadership roles (e.g., Interim Audit Director) at IHL system institutions during transitions

Team Leadership & Professional Development

- Coordinate and review the work of audit staff or project team members, as assigned
- Stay current on auditing standards, higher education risks, regulatory requirements, and leading practices
- Participate in and support ongoing professional development activities

Working Environment and Supervisory Responsibility

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, laptops, servers, network equipment, phones, and photocopiers
- This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. After-hours work may be required in some circumstances
- Some travel may be expected for this position
- This position has no supervisory responsibilities

Qualifications:

- A bachelor's degree (B.S. in Accounting or equivalent) from a four-year college or university is required, along with five years of auditing experience—preferably including work with not-for-profit organizations—and at least two years managing an audit team. CPA or CIA is required for this position.



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Preferred Competencies

- Strong understanding of internal auditing standards, risk assessment, and internal control frameworks
- Demonstrated ability to communicate complex audit and risk concepts to executive leadership and governing bodies
- Excellent analytical, problem-solving, and critical thinking skills
- Proven ability to build relationships and influence stakeholders across a decentralized organization
- Experience with data analysis, audit technology, or information systems controls is a plus

Why Join IHL?

This role offers a distinctive opportunity to work at a system level, engaging with multiple universities and diverse operational environments. The position provides visibility with senior leadership, meaningful public impact, and the chance to contribute to the effectiveness and integrity of higher education in Mississippi.

IHL offers a competitive benefits package, including state retirement, health insurance, and opportunities for professional development and growth. For more information regarding IHL, visit our web site at www.mississippi.edu

Application Process:

Interested candidates should submit the following materials:

- Completed [IHL Application for Employment](#)
- Letter of interest describing relevant experience and qualifications
- Current résumé
- Contact information for three (3) professional references

Applications may be submitted via email to: hr@mississippi.edu or mailed to:

Mississippi Institutions of Higher Learning

Office of Human Resources
3825 Ridgewood Road
Jackson, MS 39211

Review of applications will begin immediately and continue until the position is filled.

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