



USC University of
Southern California

Executive Director, Internal Audit Job Description

JOB INFORMATION

<i>Job Code:</i>	113742
<i>Job Title:</i>	Executive Director, Internal Audit
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through multiple layers of subordinate supervisors.
<i>Job Family:</i>	Audit
<i>Job Family Group:</i>	Compliance
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Responsible for providing strategic and technical leadership to the university's internal audit function under the direction of the Audit Services associate senior vice president. Develops and executes internal audit programs for the university, and leads the audit planning process. Provides senior management with information and guidance regarding the adequacy and effectiveness of the internal controls around various university operational processes. Ensures adherence with university policies and procedures, and compliance with laws and regulations. Assesses quality of operating performance against established standards.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
X		Bachelor's degree	Accounting	Or
X		Bachelor's degree	Finance	Or
X		Bachelor's degree	Business Administration	Or
X		Bachelor's degree	Information Science	Or
X		Bachelor's degree	in related field(s)	
	X	Master's degree	Business Administration	Or
	X	Master's degree	Accounting	Or
	X	Master's degree	in related field(s)	

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		8 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Thorough knowledge of generally accepted accounting principles (GAAP).
X		Demonstrated experience managing an internal audit process and conducting special investigations.
X		Experience with automated accounting systems (e.g. Workday), system auditing techniques, and security procedures. Working experience with privacy regulations (e.g. FERPA, HIPAA, GLBA).
	X	Working knowledge of traditional and/or healthcare enterprise accounting systems (e.g. Workday, Lawson, Cerner).
	X	Knowledge of system auditing techniques and security procedures.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Professional certifications (e.g. CPA, CIA, CISA) or other relevant certifications.

Other Job Factors

- Minimal travel, as assigned.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Serves as a leader in the university's internal audit team assisting in the development and completion of the assigned internal audit plan and other associated projects while collaborating with senior management, operating management, and other relevant stakeholders throughout the university.				
Interfaces with senior management to ensure effective communication of internal audit plans, schedules, and issues. Provides third-party IA co-source partners with feedback and organizational insights.				
Determines scope and audit procedures for internal auditing projects, and monitors and tracks disposition of audit findings and corrective action.				
Effectively manages both internal and external resources to complete projects in a timely, efficient, and effective manner.				
Creates internal audit reports, analyzing and evaluating the necessity versus cost/practicality of controls. Assesses recommendations to ensure compliance with the university's policies and procedures, generally accepted accounting principles (GAAP), and applicable laws and regulations. Makes and discusses recommendations and resulting ramifications with management related to the function under review.				
Performs special investigations related to matters involving internal administrative and accounting controls, accounting policies, procedures, and operating performance, and will provide confidential information to senior management regarding the adequacy and effectiveness of such programs.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
No	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.	No	A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.