

**The Nevada System of Higher Education  
Position Announcement for  
Chief Internal Auditor**

The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of Chief Internal Auditor. This is a renewable, full-time, non-tenured, administrative position and reports to the Chair of the Board of Regents. The position will be located in Reno or Las Vegas, Nevada.

The NSHE is comprised of eight institutions: Two universities, a state college, four community colleges, and a research institute. The public system of higher education in Nevada continues to experience rapid growth, with significant challenges and opportunities in serving 115,000 students and 15,000 employees.

The Chief Internal Auditor position will direct the Internal Audit function System-wide.

**SALARY:** Grade E (starting salary range approximately \$123,474.00 to \$150,000.00; depending on experience). A benefits package that includes medical, dental, vision, life, and retirement.

**APPROXIMATE STARTING DATE:** July 1, 2023

**MINIMUM QUALIFICATIONS:** The successful candidate must have an earned Bachelor's degree from accredited institution in accounting, finance or related field and ten years of comparable professional/managerial experience OR a Master's degree and seven years of comparable professional/managerial experience. A Certified Public Accountant is preferred.

**KNOWLEDGE, SKILL, AND ABILITIES:** Successful candidates must possess the following knowledge, skills and abilities. It is recommended that applicants for this position address each of the following items in their letter of application:

- Conformance with audit standards of the Institute of Internal Audit, Governmental Accounting Standards Board, Internal Revenue Service and others;
- Audit experience with information technology systems internal controls found within modern enterprise resource planning systems (ERP), data security and data governance;
- Knowledge of leading practices and technologies used in audits and investigations;
- Excellent communication and presentation skills
- Proven supervisory skills to recruit, retain and develop a professional audit staff;
- Knowledge of higher education financial and reporting standards, including fund accounting;
- Knowledge or experience with audit of sponsored research activities, the Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards;

**RESPONSIBILITIES:** The duties of this position will include, but not be limited to, the following areas of responsibility:

- Operation of an incident management function related to financial and other exposures that may exist now or occur in the future across all 9 entities of NSHE. This will involve managing a Systemwide hotline-type mechanism, triaging issues, tracking investigations, and communicating appropriately with stakeholders.
- Responsible for tracking data/monitoring trends and developing/recommending policy directly to the Board to mitigate risk.
- Frequent, sensitive interaction with constituents that include Board members, Presidents/campus executive leadership, as well as influential external representatives in addition to existing contacts which are primarily NSHE Audit staff.
- Develop and implement a risk-based process to select and prioritize areas for audit.
- Furnish audit committee members with schedules of internal audits and other reports, data and commentary necessary for the conduct of their duties.
- Recruit, retain and develop a professional staff with the skills and certifications required to fulfill the Department Charter
- Research and deploy appropriate leading practices and technologies to improve the Department's effectiveness.
- Coordinate and communicate with System and institution leadership to raise awareness of systemic risks and spread the adoption of successful practices.
- Lead and perform audits at all locations of NSHE to provide an independent assessment of risk management and control processes.
- Lead and perform investigations at all locations of NSHE to provide independent evaluations of allegations of fraud, misuse of resources, financial irregularities, unethical actions and significant control weaknesses.
- Lead and perform operational reviews to evaluate and improve a requesting unit's risk management and control processes.
- Work with NSHE senior leadership to identify key business risks and establish effective risk management strategies.
- Recommend modifications to policies and procedures to sustain an effective balance between the materiality of risk and cost of compliance.
- Establish a quality-control program to review audit plans, programs, documentation and methods at the office and in the field to safeguard the independence, scope technical proficiency and efficient performance of field audits.
- Make the internal findings and supporting work papers, reports and commentary available to the independent auditor.
- Inform the independent accountants of past and projected internal audit schedules to avoid duplication of effort.
- Arrange to review audit findings with staff at all management levels, especially with those responsible for the functions examined, to motivate corrective action where needed.
- Determine whether divisional units in the System are performing their planning, accounting, custodial and control activities in compliance with management instructions, applicable statements of policy and procedures in a manner consistent with both System objectives and high standards of administrative practice.
- Coordinate the planning and execution of the Federal financial funds audits required by the Office of Management and Budget (OMB)
- Serve as the coordinator between each campus and OMB regarding audit problems and their resolution.

**TO APPLY:** The application process will be handled through the Workday on-line search process. Application materials must include a current resume, detailed cover letter, and the name, email address and telephone number of four professional references willing to be contacted. Applicants should fully describe qualifications and experience, since the initial review will serve to evaluate applicants based on documented, relevant qualifications and professional work experience. Applications will be considered incomplete without all requested materials. References will only be contacted for those who advance to the final phase of the search and with prior consent of the applicant. The review of materials will begin immediately. Materials should be addressed to Sherry Olson, Human Resources, and are to be submitted via on-line application at <https://nshe.nevada.edu/administration/human-resources/>. For assistance with NSHE's on-line applicant portal, contact Sherry Olson at (775) 784-4901.

**INTERNAL APPLICANTS:** Current employees within the Nevada System of Higher Education MUST use the "Find Jobs" process within Workday to find and apply for jobs at NSHE institutions. Once you log into Workday and type "Find Jobs" in the search box which will navigate to the internal job posting site. Locate the specific job posting by typing the requisition number (e.g. R0000000) in the search box

**APPLICATION DEADLINE:** Applications may be submitted until the position is filled. The review of materials will begin immediately, however, for full consideration applications should be submitted by **May 31, 2023**.

**REQUIRED ATTACHMENTS:** Application materials must include a current resume, detailed cover letter, and names, addresses, and telephone numbers of four professional references willing to be contacted.

For more information about the Nevada System of Higher Education, please visit our website at [www.nevada.edu](http://www.nevada.edu). The Nevada System of Higher Education hires only United States citizens and aliens lawfully authorized to work in the U.S. NSHE is an affirmative action, equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, genetic information, sexual orientation, gender identity, or gender expression.