

**Nevada System of Higher Education
Internal Audit Manager**

FOR INFORMATION AND COMPARISON
Last reviewed/updated – June 2024

SALARY:

Grade D (starting range approximately \$115,000 to \$125,000 depending on education and experience).

MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting, business, or finance, or a closely related field from a regionally accredited college/university. Seven (7) years of progressive experience directly applicable to the position, including at least three (3) years in a management or supervisory role.

STRONGLY PREFERRED QUALIFICATIONS:

- Certified Public Accountant (CPA) or other relevant certifications including Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), etc. or a master's degree in business, accounting, or related area of specialization.
- Ten (10) years of experience with external auditing, internal auditing, and/or other business analysis, preferably in higher education, governmental or not-for-profit industries.
- Five (5) years of management or supervisory experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong understanding of internal audit principles, risk management, and internal controls, especially as it relates to higher education.
- Maintain competencies in auditing through participation in professional development activities.
- Ability to conform with audit standards of the Institute of Internal Audit, Governmental Accounting Standards Board, Internal Revenue Service and others.
- Evaluate finance and control systems to provide appropriate recommendations to strengthen controls and/or improve processes.
- Review audit work papers prior to presentation to the Board of Regents Audit, Compliance and Title IX Committee.
- Ability to work effectively and independently, with the flexibility to adapt when projects need immediate attention.
- High analytical proficiency, with the ability to absorb complex information quickly.
- Skilled in clearly communicating both details and summaries to a range of stakeholders in both verbal and written forms.
- Provide day-to-day supervision of staff auditors, helping to lead and develop staff in the performance of audit engagements.

ROLES AND RESPONSIBILITIES:

- Partner with management to assess risk and conduct reviews of assigned organizational and functional activities.
- Conduct reviews of assigned organizational and functional activities.
- Plan, design and execute audits, prepare workpapers to document control testing in accordance with accepted standards.
- Survey functions and activities in assigned areas to determine the nature of operations and the adequacy of internal controls designed to address business risk.
- Plan the theory and scope of an audit and prepare suitable audit programs.
- Determine the auditing procedures to be used, including testing methods, sampling methodology, etc.
- Perform the audit in a professional manner in accordance with expected departmental and industry quality standards.
- Conduct the necessary research to gather sufficient data for defining an existing problem.
- Evaluate financial and control systems to provide appropriate recommendations to strengthen controls and/or improve processes.
- Ability to work effectively and independently, with the flexibility to adapt when projects need immediate attention.
- Report audit findings and make recommendations for correcting unsatisfactory conditions and improving operations.
- Prepare a report to management setting forth the problems encountered, supported by fact and discuss the possible alternatives to the problem and design a program to implement the corrective procedures.
- Prepare and present clear, concise, and comprehensive audit reports to senior management and the Audit, Compliance and Title IX Committee.
- Collaborate and foster open communication with Institution departments and external entities promoting a culture of continuous improvement and integrity across NSHE.
- Monitor the implementation of audit recommendations and report on progress to senior management and the Audit, Compliance and Title IX Committee.
- Review and evaluate audit staff work papers in preparation for the Audit, Compliance and Title IX Committee.
- Coordinate audit activities and provide day-to-day supervision of other audit staff members, including assisting with professional development by directing, counseling and instructing staff assigned to an audit and review their work for sufficiency of scope and accuracy.
- Prepare annual evaluations of audit staff members and identify training needs.
- Participate in professional development opportunities and maintain relevant certifications.
- Help to ensure the internal audit department is identifying areas of risk and maintains compliance with the Institute of Internal Auditors (IIA) Standards, e.g. external quality assessment.
- Perform special reviews and special consulting assignments at the request of the Chief Internal Auditor and Institutions.