LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM
POSITION ANNOUNCEMENT

STAFF AUDITOR

The Louisiana Community and Technical College System (LCTCS) is now taking applications for one Staff Auditor position to be domiciled in Baton Rouge.

SUMMARY:

This is an unclassified position reporting directly to the LCTCS Director of Internal Audit.

The incumbent will assist the Director of Internal Audit and Manager of Internal Auditing with the execution of audit plans, promote operational efficiency and the sharing of best practices throughout the organization and member institutions, conduct compliance audits, provide consulting services as may be required, serve as department resource on compliance with state and federal laws and regulations and promote effective and efficient audit work through the use of information technology skills.

The staff auditor will be domiciled at the LCTCS main office in Baton Rouge. Work will be performed at the LCTCS main office and member institution locations, with travel outside the Baton Rouge area that may be up to 25%.

Responsibilities include, but are not limited to the following:

- Working independently or with minimal supervision on scope areas within the audit process
- Supporting the Audit team in meeting departmental and organizational objectives
- Preparing a complete audit work product, including preparation of work papers and reports within standard time frames
- Maintaining positive relationships with auditees and acting in a professional manner.
- Executing audits, internal control assessments, and risk analysis surveys throughout the organization
- Assisting in planning audit engagements (determining scope and developing audit programs)
- Designing and executing detailed audit programs
- Evaluating the effectiveness and efficiency of the processes under review
- Following-up on audit recommendations
- Understanding the technical compliance requirements of the job
- Other duties as assigned.
Minimum Qualification Requirements:

- Baccalaureate degree in accounting, finance, information systems, computer science, or business required. Additional courses in internal auditing, computer science, or information systems desired.
- Minimum of 0 - 1 year related work experience required. 1 - 3 years experience preferred.
- Must obtain the Certified Internal Auditor, Certified Public Accountant or Certified Information Systems Auditor designation within two years. Director of Internal Audit may specify a certification at time of employment or appointment.
- Experience in internal auditing, systems analysis, accounting, or information technology auditing preferred
- Knowledge of Louisiana State and Federal laws and regulations pertaining to the LCTCS and member institutions’ operations preferred
- Strong communication skills and the ability to deal effectively with people to attain desired objectives
- Analytical aptitude required to analyze data gathered in audits

Anticipated starting salary will be commensurate with experience within the range of $40,000 - $45,000.

Applicants for this position should submit a cover letter that addresses the outlined responsibilities, a resume, and the names and contact information of three professional/work-related references to:

Assistant Director of Human Resources,
Louisiana Community and Technical College System,
265 S. Foster Drive, Baton Rouge, LA 70806

or

via email to fkillen@lctcs.edu

Applications will be accepted until the position is filled.