LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM
POSITION ANNOUNCEMENT

DIRECTOR OF INTERNAL AUDIT

The Louisiana Community and Technical College System (LCTCS) is now taking applications for one Director of Internal Audit (DIA) to be domiciled in Baton Rouge.

SUMMARY:

This is an unclassified position reporting administratively to the LCTCS President and functionally to the Audit Subcommittee of the Board of Supervisors. This position has direct line supervision over one Manager and direct/indirect supervision over five staff auditors.

The basic functions of the Director of Internal Audit position are

- To serve as head of the Louisiana Community and Technical College System (LCTCS) Internal Auditing Department. This includes internal audits and reviews of all LCTCS areas and member institutions for compliance, financial accuracy, and operational efficiency and effectiveness.
- To establish, implement, and monitor audit standards to ensure compliance with LCTCS and member institution policies, procedures, and practices as well as compliance with Louisiana State and Federal laws and regulations.
- To provide a service to management by providing consultative services for control design during development of control systems by appraising the effectiveness of various control systems and providing assurance that control systems are operating as intended and adequately protect the assets of the organization.

Duties and Responsibilities: The Director of Internal Audit will:

- Discharge all basic management responsibilities common to all LCTCS managers.
- Develop, implement, and maintain comprehensive program for monitoring, review, and evaluation of management controls to ensure protection of all assets.
- Maintain working relations with all levels of management to include Chancellors and Directors of member institutions through oral and written communication. Personal contact and travel is usually involved.
- Represent the Internal Auditing Department at all LCTCS board meetings.
- Represent the Internal Auditing Department at all Audit Sub-Committee meetings.
- Report to the Audit Committee as follows
  - Annual Audit Plan
    - Audit Schedule
    - Budget
    - Staffing
• Status Reports
  ▪ Significant Findings
  ▪ Follow-up
  ▪ Open issues

• Seek innovative ways to increase efficiency and effectiveness.
• Understand organizational goals and objectives and stay abreast of new developments within the organization and legislative matters concerning LCTCS. Appraise the impact of changes in operations that will have an impact on controls, risk assessment and determine that appropriate control action is taken.
• Modify/develop audit programs as required.
• Execute audit programs as necessary
• Assume additional responsibilities as assigned.
• Develop the annual internal audit plan. Develop a risk assessment analysis of the organization to begin the process of preparing the annual internal audit plan. Verify that the plan is administered.
• Serve as liaison with the Louisiana State Legislative Auditors.
• Interpret laws, rules, contracts, and regulations that will impact audit programs at LCTCS and ensure that LCTCS is in compliance with all mandated changes.
• Meet with audit department staff members and representatives of entities begin audited to discuss audit findings, and to work with these groups to establish Corrective Action Plans.
• Staff internal auditing department with quality professionals to assure accomplishment of objectives.
• Assure appropriate hiring, orientation, development, training, and progress reviews for staff.
• Develop and maintain credible, effective audit organization within parameters specified by the President and Audit Sub-Committee

**Minimum Qualification Requirements:**

- Accounting, finance or business degree. Additional courses in internal auditing or computer science desired **plus**
- Incumbent or new hire must have the Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or Certified Information Systems Auditor (CISA) **and**
- Significant experience in internal auditing, systems analysis, accounting, or general management in higher education or public sector.

**Required Knowledge, Skills and Abilities:**

- Strong communication skills and the ability to deal effectively with people to attain desired objectives.
- Analytical aptitude required to analyze data gathered in audits.
- Managerial and administrative skills necessary to provide guidance and direction to managers and auditors.
**Work Location:**

The office of the DIA will be located at LCTCS main office. Work will be performed at the LCTCS main office and at member institution locations. Travel will be approximately 50% - 75%. Travel is defined as any work assignment outside of the Baton Rouge area.

**Compensation:**

Compensation will be dependent upon education and work experience. For more information about the Louisiana Community and Technical college System, visit [www.lctcs.edu](http://www.lctcs.edu).

**Application Instructions:**

Applicants for this position should submit a cover letter, resume and the names and contact information of three 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 position is filled.