



Position Title: Internal Auditor, NDUS

Position#: 00100831
Full-time, benefited, exempt (from FLSA overtime), banded position

Salary: **\$58,000+ per year (dependent on experience)** plus a competitive benefit package including a generous retirement plan and employer paid family health insurance

Location: Bismarck, ND

Closing Date: Applications received by 5:00 p.m. on May 17, 2019 will be given first consideration. Open until filled.

Job Description: Reporting to the Chief Audit Executive, NDUS, this position acts as an independent objective assurance and consulting function designed to add value and improve the NDUS operations. The position operates in compliance with the IIA Standards and brings a systematic and disciplined approach to evaluating and improving governance, risk management and internal control to NDUS operations. This position works with institutional management and operating personnel within the institutions of the NDUS.

Minimum Qualifications

- Bachelor's degree in accounting or other appropriate area from an accredited college or university
- At least two years of audit experience
- Ability to communicate clearly, effectively, and collegially with the many constituencies
- Ability to adhere to appropriate standards of conduct and ethics
- Willingness and ability to learn new software or system tools to increase efficiency or enhance current processes
- Knowledge in auditing standards, compliance standards, enterprise risk management, and audit best practices
- Proficient use of Microsoft software (i.e. word, excel)

Preferred Qualifications

- Experience in IT audit or other IT experience
- Experience with PowerBI
- Certified Public Account (CPA), Certified Internal Auditor (CIA) or similar certification/designation
- Experience in a comparable position in a university or corporate environment

Duties and Responsibilities

- For the assigned campus locations or system functions, conduct financial, operational, and compliance audits in conformance with the International Standards for the Professional Practice of Internal Auditing, to include objective and practical recommendations for management action, as appropriate.
- Prepare internal audit and consulting reports for the audits completed and submit them to the Chief Audit Executive for review to ensure they are complete and meet appropriate standards.
- Review audit responses and action plans developed by the audit client, as assigned.
- Communicate the results of audit projects via written reports and oral presentations to institutional management and others, as assigned.
- Conduct follow-up reviews or audits to assess and report on progress or completion of management's corrective actions in response to internal audit observations and recommendations. Suggest improvements to policy and procedure.
- Assist in the creation of data analytics tools to be used in audits, as well as to create regular reporting.
- Ensure good communication with NDUS internal audit staff, institution management and others, as appropriate.
- Ensure internal audit procedures are consistent with the Definition of Internal Auditing, the Code of Ethics, the International Standards for the Professional Practice of Internal Auditing (Standards), and applicable Practice Advisories as promulgated by the Institute of Internal Auditors.
- Build relationships with key college and university constituents and serve as a resource of professional advice, as appropriate.
- Maintain professional competencies related to the internal audit profession, internal control issues and other relevant higher education topics through appropriate continuing professional education opportunities.
- Other duties as assigned.

Reporting Structure

The Internal Auditor reports to the Chief Audit Executive. At least once per year, the Chief Audit Executive will review the performance of the Internal Auditor and shall recommend, in consultation with the NDUS Chief of Staff, the annual compensation and salary adjustment. The Chief Audit Executive will also consult with the NDUS Chief of Staff regarding other personnel actions (including initiation of dismissal or termination proceedings for the Internal Auditor) consistent with policies applicable to other NDUS Office professional staff.

In-state and limited out-of-state travel required.

To Apply: Applicants should send a cover letter **specifically addressing the above qualifications**, a current resume, and the names and contact information (including telephone numbers and e-mail address) of three professional references, either electronically (preferred) to jane.grinde@ndus.edu or by mail to:

**NDUS
Attention: Jane Grinde
600 E Boulevard Ave, Dept 215
Bismarck, ND 58505-0230**

by the closing date stated above. Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214 with the application for employment; claims for disabled veteran's preference must include Form DD214 and a letter less than one year old from the Department of Veterans' Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate and a letter less than one year old from the Department of Veterans' Affairs indicating disability, or the veteran's death certificate. Due to access to restricted information, the successful candidate will be required to complete a satisfactory criminal background check. Applicants must be eligible to work in the U.S. and I-9 employment certification is required at hire.

Persons who may need additional job information or may require accommodation or assistance with the application or interview process should contact Jane Grinde at (701) 777-1918, or e-mail jane.grinde@ndus.edu. TTY Number 1-800-366-6888.

As employers, the State of North Dakota and political subdivisions prohibit smoking in all places of state and political subdivision employment in accordance with N.D.C.C. § 23-12-10.

Applications for public employment will be confidential unless deemed a finalist. Public entities including the State Board of Higher Education and NDUS institutions shall determine finalists for open positions consistent with N.D.C.C. Section §44-04-18.27. Applications for public employment of non-finalists and any records related to those applications which contain information that could reasonably be used to identify an applicant are confidential.

Equal Opportunity Employer: The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.

THE NORTH DAKOTA UNIVERSITY SYSTEM was organized in 1990. It is made up of 11 public colleges and universities governed by the State Board of Higher Education. The NDUS is composed of two doctoral-granting institutions (NDSU and UND), two master's granting institutions (MISU and VCSU), two universities that offer baccalaureate degrees (DSU and MASU), and five campuses that offer associate and trade/technical degrees (BSC, LRSC, MISUB, NDSCS and WSC).