

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Internal Auditor	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Business Office	<b>REPORTS TO:</b>	Board of Trustees
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**Position summary:** Under indirect supervision, performs complex operational, compliance, financial, and investigative audits and provides management advisory services to ensure that appropriate control measures are in place and that institution policy requirements are fulfilled.

**Position responsibilities:**

- Develops audit plans and performs initial and follow-up audits in accordance with professional standards.
- Reviews and evaluates operations and completes necessary paperwork to document work performed.
- Evaluates audit findings; prepares and presents the results of audit work and recommendations to management in the form of oral and written communications.
- Coordinates and interacts with administrators, faculty, and staff, and with external audit agencies, as needed; may be required to testify in court; may also be required to interact with students and alumni, and with vendors doing business with the institution.
- Consults with and advises administrators, faculty, and staff on operational and administrative issues.
- May supervise and/or lead support staff and/or student employees.
- Keeps abreast of institution policies and procedures, current developments in accounting and auditing professions, and changes in local, state, and federal laws, as applicable.
- Performs miscellaneous job-related duties as assigned.

**Minimum Position Requirements:**

- Bachelor's degree with 3 to 5 years experience directly related to the duties and responsibilities specified.
- Must be Bondable.
- Certified Public Accountant (CPA) or Certified Internal Auditor (CIA).

**Knowledge, Skills, and Abilities Required:**

- Ability to effectively communicate accounting information, policies, and/or procedures in a manner easily understood by the customer.
- Spreadsheet software skills to quantify and illustrate routine financial reports, comparisons, impacts, and/or projections.
- Ability to document work in progress.
- Ability to communicate effectively, both orally and in writing.
- Ability to analyze processes and make recommendations for improvements.
- Knowledge of institution and/or public auditing policies, standards, and procedures.
- Knowledge of court processes and legal documentation requirements.
- Ability to investigate and analyze information and to draw conclusions.
- Ability to supervise and train assigned support staff.
- Ability to provide legal depositions and testimony.
- Ability to analyze and solve problems.
- Knowledge of current changes and/or developments in applicable federal, state, local laws, and institution policies and procedures.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.