

Employment Opportunity

Revised Posted Announcement September 15, 2009

Title of Position Internal Audit Manager Job #29932

The Colorado Community College System is the state's largest system of higher education, comprising 13 state community colleges, career/technical programs in more than 150 school districts, and program oversight for seven other post secondary institutions. Each college offers a blend of core courses for the university-bound as well as career programs that meet local employers' needs. Our high school programs are designed to increase the number of qualified entry-level and skilled workers for the Colorado economy. Altogether, we serve over 117,000 for-credit students per year. CCCOnline also serves secondary and continuing-ed constituents, increasing the total number of students served. We are a national model for utilizing advanced technology to deliver state-of-the-art academic and career education across the entire secondary through post-secondary continuum.

Job Summary

This position serves as Internal Audit Manager for the Community Colleges of Colorado, performing assigned audits and reports to the Director of Internal Audit. The Audit Manager will work closely with the Senior Manager and Director to interpret legislative guidance, grant agreements and board policy to develop the annual department plan as well as individual audits. This position will function as a team lead, reviewing audit work papers and reports prior to review by the Director.

Duties and Responsibilities

- Works independently to plan perform and execute audits
- Audit areas include compliance, financial and investigative audits. Audits often require travel to various Colleges and school districts within the state
- Prepares audit reports and performs exit interviews with appropriate management
- Serves as a team leader for other internal audit personnel, including reviewing all reports issued by the department
- Responsible for time management and meeting established deadlines
- Performs other duties as assigned

Applicant Qualifications

Education:

Bachelor's degree from an accredited college or university.

Experience and Qualifications:

- Qualified individual has an active CPA license in the State of Colorado or has passed the exam and has met the eligibility requirements or has a CIA, CFE, or CISA designation
- Demonstrated experience applying industry guidance, including Statements on Auditing Standards
- Demonstrated experience documenting and evaluating business processes
- Three years public accounting or other equivalent experience

Skills and Abilities

- Commitment to excellence and integrity
- Excellent interpersonal skills
- Written and oral communication skills
- Demonstrated ability to manage multiple projects and meet deadlines
- Ability to travel within the state is required
- Highly motivated

Preferred Qualifications:

- Experience with Higher Education or Governmental financial reporting (GASB)
- Practical application of Governmental Auditing Standards ("Yellowbook")
- Experience in Information Technology related audits

Salary

Anticipated Hiring Range: \$65,000- 80,000 annually, depending on qualifications.
Excellent benefit package including health, dental, vision, life insurance, and retirement.

Application Process

Submit a current resume, list of three professional references and your three most recent supervisors, copies of your transcripts (unofficial are acceptable as part of the application process – official copies will be required prior to hire) and cover letter addressing the position requirements to:

E-Mail: jobs@cccs.edu
Fax: 303-620-4030

Or mail to:

Executive Director of Human Resources
Colorado Community College System
9101 E. Lowry Blvd.
Denver, CO 80230

A review of applications will begin immediately and continue until the position is filled. Candidates are evaluated based on their qualifications as related to the duties and responsibilities of the position.

Equal Opportunity Employer -The Colorado Community College System is an equal opportunity employer and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504, Age Discrimination Act, and Title II of the ADA.

Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this within your application materials. This position may require irregular hours, including nights and weekends, as well as working more than eight (8) hours per day at certain times.

Candidates must successfully pass a criminal background check prior to hire.