

Employment Opportunity

DATE: July 30, 2009

Title of Position Senior Internal Auditor, Position #29931

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 Auditor for the Community Colleges of Colorado, performing assigned audits and reports to the Director of Internal Audit.

The Internal Auditor will work closely with the Director of Internal Audit to perform audits related to legislative guidance, grant agreements and board policy. This position will function as an individual contributor, preparing audit work papers and reports for review by the Internal Audit Manager.

Duties and Responsibilities

- Works independently to perform and execute audits, with appropriate reviews conducted by the supervising auditor.
- Audit areas include compliance, financial and investigative audits. Audits often require travel to various colleges and school districts within the state.
- Responsible for proposing correct auditing, accounting or compliance guidelines and applying those to audit procedures appropriately.
- Prepares audit report drafts and prepares for exit interviews
- Responsible for time management and meeting established deadlines as well as completing audits within budget.
- Performs assigned audits and special reviews, which include audits at system colleges, school districts and area vocational schools.
- Performs other duties as assigned.

Applicant Qualifications

Education:

- Bachelor's degree in Accounting and/or Finance
- Two years of auditing experience

Experience:

- Proficiency in MSWord and MSEXcel

Skills and Abilities

- Commitment to excellence and integrity
- Excellent interpersonal skills
- Effective written and oral communication skills
- Demonstrated ability to manage multiple projects and meet deadlines

Necessary Requirement of the Position

- Ability to travel within the state is required, approximately 20% travel time.

Preferred Qualifications

CPA or CIA

Salary

Anticipated annual starting salary range \$50,000-\$60,000 commensurate with experience.
Excellent benefit package including health, dental, vision, life insurance, and retirement.

Application Process

Submit a cover letter, current resume, list of at least 3 professional references and salary 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. Transcripts will be required from all applicants who are interviewed. 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.