

MnSCU REGIONAL AUDIT COORDINATOR

KIND OF WORK

Professional level auditing work; fifth of 6 classes within the audit job class series.

NATURE AND PURPOSE

Under administrative direction, conducts audits to measure and evaluate agency's controls, processes, and compliance in a variety of areas including financial, information technology, and program evaluation; conducts fraud inquiry and investigations work; provides advisory or consultative services; serves as a lead worker for small to mid-size audits and other projects; works closely with senior audit coordinators and audit managers to identify work assignments and approaches to planning, conducting, and reporting audit results; and perform related work as required for a region of the Minnesota State system.

DISTINGUISHING CHARACTERISTICS

The MnSCU Regional Audit Coordinator job class has a full scope of responsibility for financial, information technology and program evaluation versus the more specialized work of the lower level auditor job classes.

This job differs from the MnSCU System Audit Coordinator in that its focus is on performing audits or leading audit projects in an assigned region, not system-wide.

OPTIONS

N/A

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Conduct audits and other assurance services measuring and evaluating key internal controls, processes, compliance, and program effectiveness in a variety of areas including financial, information technology, programs, and human resources so that work is completed in compliance with department practices and international internal auditing standards; project goals and objectives are met; key findings are identified and supported by sufficient evidence; operations are increasingly more effective and efficient; and agency's risks are adequately managed.

Conduct advisory and consultative projects in a variety of areas including policies, system procedures and guidelines, risk management, governance processes so that efficiency and effectiveness practices are identified for the system and/or the institution(s).



Conduct fraud inquiries and investigations so that allegations are evaluated for merit, investigations conducted provide sufficient information and/or evidence to support conclusions and recommendations provided to the agency to assist in appropriately addressing internal control weaknesses.

Follow-up on previously reported audit findings to ensure corrective action was taken and is achieving the desired results or senior management assumed or accepted the risk.

Assist with the annual risk assessment used in preparing the Annual Audit Plan for the agency's Audit Committee to help ensure the most effective and efficient use of internal audit resources.

Identify and document key audit objectives, risks, internal controls, evaluation criteria, and testing methodologies and results in order to successfully implement agency audits regarding control deficiencies and opportunities and ensure compliance with agency objectives and government standards.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Auditing and internal controls including terminology, concepts, standards, and best practices sufficient to conduct an audit through planning, implementation, and reporting

State and federal educational financial aid programs and compliance requirements

Accounting principles and concepts promulgated by the Government Accounting Standards Board, National Association of College and University Business Officers, and the American Institute of CPAs related to colleges and universities

Professional guidance contained in the Institute of Internal Auditor's International Professional Practices Framework (IPPF)

Skills in:

Written communication sufficient to clearly and concisely write and/or edit materials such as memos, reports, and presentations for varied audiences.

Oral communication sufficient to participate in discussions and communicate ideas and procedures and present final recommendations and reports to staff, senior managers and other stakeholders.

Project management sufficient to manage multiple projects simultaneously, create clear and attainable project objectives, build project requirements, oversee the cost, time and scope of projects, manage project constraints, and communicate progress and end results.

Critical thinking sufficient to actively and skillfully conceptualize, apply, analyze, synthesize, and/or evaluate information gathered from a variety of sources

Comprehensive computer software sufficient to identify, query, and convert data into useful information for business decision makers.

Ability to:

Organize ideas; conceptualize problems; collect, analyze, categorize, and interpret relevant and irrelevant data using a variety of techniques and methodologies for resolving complex issues and providing written documentation

Effectively use various information systems and quickly grasp fundamentals of new technologies as they are introduced

Identify key risks and develop the scope, objectives, evaluation criteria, methodologies, and tests to be used in the audit process

Conduct research, and develop questionnaires, interviews, flow charts, and data analysis to gather information to help plan and conduct the audit

Conduct audit testing and fieldwork and identify, confirm, and document any key findings, control deficiencies, noncompliance, or opportunities to improve the effectiveness or efficiency of operations

Summarize audit findings and draft audit reports with overall conclusions and actionable and cost-effective recommendations to mitigate risks

Make judgments relating to problems involving interpretations of policies, audit standards, and the effectiveness and efficiency of the agency's business practices and internal controls

LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees prior to attaining permanent status in the class)

Upon entry into employment individual must have or be able to obtain within one (1) year of employment, the Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or other relevant professional certification.

or N/A

SPECIAL WORKING CONDITIONS

N/A

Est.: 02/00  
Rev.: 07/17

Former Class Title: N/A