

MnSCU SYSTEM AUDIT COORDINATOR

KIND OF WORK

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

NATURE AND PURPOSE

Under administrative direction, performs design, development, delivery and reporting of objective internal control audits for system-wide and strategic projects; leads agency's monitoring progress toward implementing audit finding recommendations; performs fraud inquiries and investigations; performs special pilot and/or system-wide audit projects and/or studies; provides advanced consulting and advisory services; works directly with the cabinet level management team on audit finding recommendations and strategic system-wide projects; and performs related work as required for the entire Minnesota State system.

DISTINGUISHING CHARACTERISTICS

The MnSCU System Audit Coordinator job class has a full scope of responsibility for system-wide and strategic financial, information technology and program evaluation audits and work on projects, fraud inquiries and investigations and unique and/or system-wide pilots. While the MnSCU Regional Audit Coordinator job class also has a full scope of responsibility for financial, information technology and program evaluation audits, the audits and projects are focused on a region or an institution within the region and small to mid-size.

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.)

Design, develop, implement and lead objective system-wide, strategic business and operations internal control and compliance audits and projects to provide an independent and objective assessment of key internal controls, compliance, or program effectiveness so that the agency is in compliance with all regulatory and accepted business practices.

Design, lead, oversee and conduct complex mid to large size systemwide 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, academic, student affairs, human resources. Ensure work is reviewed and completed in compliance with department practices and international internal auditing standards; project goals and objectives are met; status updates are communicated to stakeholders; key findings are identified and supported by sufficient evidence; operations are increasingly more effective and efficient; and the agency's risks are adequately managed.

Design, lead, oversee and conduct consulting and advisory projects and services in a variety of areas including board 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). Ensure day-to-day work is completed on time, of high quality, and in compliance with established department policies, practices, and the Institute of Internal Auditor's International Standards for the Professional Practice of Internal Auditing.

Review, evaluate, develop, implement, maintain and verify internal business controls for processes, systems, financial statements, journals and reports in accordance with internal auditing and government-mandated standards to ensure compliance with system-wide objectives and government standards.

Identify internal control gaps in business procedures, processes or systems, and initiate appropriate remedial action to ensure compliance with system-wide objectives and government standards.

Ensure documentation for all processes across the organization is reviewed and updated regularly to ensure compliance with system-wide objectives and government standards.

Serve as liaison to and coordinate with external auditors conducting system-wide financial statement, federal program compliance, or other audits to prepare the attestation of management assessment on internal controls in accordance with government regulations so that required data is identified and obtained in a timely and accurate manner and relevant laws, regulations, or policies, procedures and guidelines are identified and interpreted accurately.

Lead the design and implementation of an audit risk assessment methodology so that the annual audit plan identifies the most effective and efficient use of internal audit resources.

Provide technical training for audit staff in risk assessment techniques, designing effective audit procedures, identifying control weaknesses, using complex audit software, report writing and other areas as needed so that staff have the skills and expertise to complete audit projects on time and in compliance with all regulatory and accepted business practices.

Design, lead, oversee and conduct fraud inquiries and investigations. Ensure allegations are evaluated for merit, sufficient evidence supports conclusions and recommendations, and assist in addressing internal control weaknesses. Ensure day-to-day work is completed on time, of high quality, and in compliance with established department policies, practices, and the Institute of Internal Auditor's International Standards for the Professional Practice of Internal Auditing.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

International Standards for the Professional Practice of Internal Auditing

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

Fraud investigatory process sufficient to obtain evidence and take statements, write reports, testify to findings, assist in the detection and prevention of fraud, and resolve fraud allegations from inception to disposition

Skills in:

Project management sufficient to manage multiple projects simultaneously, create clear and attainable project objectives, build project requirements, lead project team members, 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

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

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

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

Ability to:

Proactively develop and foster strong collaborative relationships with key stakeholders

Design, develop, and deliver training that engages learners and achieves learning objectives

Plan, schedule, assign, review and evaluate the work of others

Provide work direction to the project team, gain the trust and respect of uncooperative or hostile people who are unfamiliar with the audit process, resolve issues in a professional manner, and provide final recommendations to senior management

Interpret internal or external business issues sufficient to recommend innovative solutions and/or best practices to complex issues

Develop work plans for the most complex and highest risk audits, working with new areas or multiple agency or systemwide audits

Conduct research and perform initial data analysis to help plan the audit or project; design the overall audit strategy and select audit scope; identify needed resources/staff to complete work and estimate time budgets; design audit procedures and techniques; direct and oversee staff conducting fieldwork; interpret and evaluate the adequacy of, and compliance with policies, procedures, and guidelines of the system and individual agencies

Recommend changes or additions to system and institutional policies, guidelines, or procedures

Review audit documentation or work papers and communicate audit and project results including objective audit findings and clear actionable recommendations, both verbally and in writing to a variety of audiences

Work with systemwide professionals to gain an understanding of the business processes plus all of the technologies used to support those business processes

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

Be a systemwide expert on audit tools and methods for gathering, querying, analyzing and converting large volumes of data from varied sources into useable information for decision making by senior managers and varied stakeholders

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 Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or other relevant professional certification.

SPECIAL WORKING CONDITIONS

N/A

Est.: 01/13  
Rev.: 07/17

Former Class Title: N/A