## Position Description

### UNIVERSITY OF HARTFORD

| Position Title: Director of Internal Audit | Grade: C |
| Employment Class Code: A1 | Job Code: B2365 |
| FLSA Classification: Exempt | Work Week: 40 hours (minimum) |
| Reports To: Vice President of Finance and Administration |

### POSITION SUMMARY

Assumes responsibility for the University of Hartford’s internal audit program, performing operational audits and making recommendations designed to establish and/or strengthen functional area efficiencies. Complies with applicable federal, state and local laws and regulations, governmental guidelines as well as University policies and procedures. Performs all duties in full support of the University’s brand, understanding that the positive and effective execution of these duties are instrumental to the University of Hartford’s core business – the education of students.

### KEY RESPONSIBILITIES

| Establishes institutional audit programs, determining the nature and scope of operational, financial and compliance-based audits. Formulates procedures, collects and analyzes data, conducts audit testing and identifies reportable issues and dimension pertaining to institutional fiscal policies and procedures. Collaborates with internal constituencies in an effort to coordinate work schedules, conducting multiple audits simultaneously. Presents findings and recommendations in report form to management and to the Audit Committee of the Board of Regents. Handles highly sensitive information with confidentiality and tact. * | 35% |

| Serves as a key member of the University Compliance Committee, participating in the oversight and guidance of the institution’s compliance program. Performs institutional monitoring and auditing activities to assess compliance with applicable laws and regulations. | 15% |

| Researches, reviews and assesses technical information and other resources in an effort to anticipate emerging trends and/or issues specific to higher education. Recommends and/or implements compliance and best-practice business operational procedures consistent with institutional strategic goals. Provides consulting services aimed to positively affect operational systems and processes. | 15% |

| Assists in formulating short and long-term safeguards designed to protect University assets as well as the integrity of reporting results. Provides guidance and advice to University management and other key stakeholders regarding sound business control environments. | 10% |

| Performs systems analyses on various work processes and recommends changes for improving efficiencies. Manages multiple priorities within established time constraints. | 10% |

| Conducts special reviews and/or investigations including, but not limited to, allegations of suspected inappropriate or fraudulent workplace activity as necessary and appropriate. | 5% |

| Participates on internal and external committees as necessary and appropriate. | 5% |

| Performs other related duties as assigned. |

* Indicates an "essential" job function.

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This job description of the job is for identification and administrative purposes only. It is not intended to be a complete statement of all duties, which may be assigned by the supervisor according to varying needs.

Revised: January 2016
## OVERALL POSITION

**Position Title:** Director of Internal Audit

**Working Conditions:**
- Normal office situation.
- Requires travel, excluding overnight stays.

**Physical Effort:**
- Typically sitting at a desk or table.
- Light lifting or carrying, 25lbs. or less.

## KEY JOB REQUIREMENTS

### Formal Education:
Bachelor's Degree in Accounting; and CPA or CIA certification.

### Work Experience:
7 years to < 10 years.

### Impact of Actions:
Makes decisions and final recommendations which routinely affect the activities of entire organization. Position duties may include responsibility for developing strategic plans.

### Complexity:
Multifaceted. Work is broad in scope covering virtually the entire University's operations. Policy, procedure and precedent are recommended by this position. Problem solving requires understanding and evaluation of the impact on the entire organization. Supervisor is available to review established departmental and/or organizational objectives.

### Decision Making:
Highly Complex. Independent judgment is required to recommend departmental or organization objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.

### Internal Communication:
Requires regular contact to discuss issues of moderate importance and to respond to inquiries. Also requires continuing contact with officials at higher levels on matters requiring cooperation, explanation and persuasion.

### External Communication:
Requires regular external contact to discuss issues of moderate importance and respond to inquiries. Occasionally requires contact with the public involving the enforcement of regulations, policies and procedures.

### Customer Relations:
Contact with customers involves providing service in person to resolve serious complaints, maintain key relationships, make significant adjustments, handle high profile meetings or deal with very sensitive relations.

### Managerial Skills:
Has responsibility or authority to the direction of temporary or student workers.

### Knowledge & Skills:
Advanced Professional Skills. The professional theory and practice of professional skills but applied at the advanced level of a seasoned professional. Requires extensive knowledge of the professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.

### Special Skills:
* The ability to work effectively with diverse groups.