

# CCCS Job Announcement

**Title:**

Internal Auditor/Senior Internal Auditor

**Position Number:**

291590

**Posted Date:**

Jul 6, 2020

**Closed Date:**

Jul 22, 2020

**Job Category:**

APT (Administrative, Professional-Technical)

**Department:**

Internal Audit

**Job Summary:**

Internal Auditor / Senior Internal Auditor

- Do you have a passion for auditing?
- Are you looking for a job opportunity that offers a wide variety of work with diverse clients around Colorado?
- Do you thrive in an environment with a good work/life balance where professional development is encouraged (and comes with financial assistance)?

As the State of Colorado's largest institution of higher education, the Colorado Community College System (CCCS) consists of 13 colleges and the system office located in 40 geographically dispersed locations across Colorado. Our mission is to provide an accessible, responsive learning environment where our students can achieve their educational, professional and personal goals in an atmosphere that embraces academic excellence, diversity and innovation. We are an organization that strives to be a workplace where individuals feel comfortable bringing their whole selves to work.

**Please note that we are hiring for an Internal Auditor but will consider hiring this position at a Senior Internal Auditor level, depending on experience and qualifications. Following is a description of each position. Please indicate in your cover letter for which position you would like to apply.**

**Internal Auditor** (salary range \$50,000 - \$55,000)

The Internal Auditor assists the Internal Audit Manager and Senior Manager in the planning and performance of audits and investigations, including reporting the results. This position is required to function as an individual contributor or as part of a team. The Internal Auditor communicates with audit clients, such as college presidents, superintendents, and administrative personnel, to obtain information relevant to the audit. Audits and investigations are conducted at the 13 community colleges, eligible K-12 school districts, and other postsecondary institutions.

- Performs a wide variety of audits including compliance audits, process reviews, financial analyses, and investigations.
- Assists in the planning of audits, including developing and updating audit program guides.
- Performs analyses of business processes, identifies weaknesses, and recommends feasible solutions.
- Performs research and interprets complex federal, state, and CCCS policies and procedures to perform test work and to advise on compliance issues.
- Conducts audit interviews with college or district personnel.
- Communicates and works with audit clients to understand complex processes well enough to inform the audit team and answer questions about the process.
- Applies working knowledge of Generally Accepted Governmental Auditing Standards to procedures and documentation.

**Senior Internal Auditor** (salary range \$55,000 - \$65,000)

The Senior Internal Auditor will perform similar duties to the Internal Auditor, although with a higher level of responsibility, including:

- Designs audit programs for routine audits, such as purchasing, accounts payable/receivables and travel reimbursements.
- Follows audit program guides for more complex audits or investigations, and leads other team members in the completion of work.
- Performs analyses of business processes, identifies weaknesses and recommends feasible solutions.

**Requirements:****Required Qualifications for Internal Auditor**

- Bachelor's degree from an accredited college or university.
- One year of audit, accounting, or finance experience.

**Required Qualifications for Senior Internal Auditor**

- Bachelor's degree from an accredited college or university.
- Two years of public accounting experience and active CPA license or CPA in progress; alternatively, two years of internal audit experience and an active CIA designation.

**Knowledge, Skills and Abilities:****Knowledge, Skills, and Abilities for Internal Auditor**

## CCCS Job Announcement

- Proficiency in MS Excel, MS Word, MS Outlook or similar computer-related applications.
- Experience assessing compliance with established internal controls or regulations, following instructions, and documenting results.
- Demonstrated success communicating results of assessments of compliance in writing and verbally. Ability to write reports clearly and concisely, communicating applicable guidance as well as the results of the review.
- Demonstrated ability to research applicable guidance and apply it to an audit.
- Demonstrated success documenting and evaluating business processes.
- Ability to manage multiple projects simultaneously and meet deadlines.
- Self-initiative and self-motivation; possesses the ability to work independently as well as an effective part of an audit team.
- Preferred experience with data analysis and/or electronic work papers.
- Preferred experience with Higher Education, government auditing, finance, or practical application of Governmental Auditing Standards.

### Knowledge, Skills, and Abilities for Senior Internal Auditor

In addition to above:

- Demonstrated experience performing audits, documenting audit test work, and the ability to follow audit program guides.
- Demonstrated success at writing audit findings.
- Preferred Certified Fraud Examiner designation.

### **Additional Information:**

CCCS recognizes the importance of a workforce that is reflective of our diverse student community which consists of 25.1% Hispanic, 6.3% Black/African American, 4.0% Asian/Pacific Islander, 0.9% American Indian/Alaskan Native, and 59.3% White. As such, we are interested in selecting the best candidate from a diverse applicant pool.

### **Work Location/Travel Expectations:**

- Working location is at the Colorado Community College System office. Physical address 9101 East Lowry Blvd. Denver, CO 80230.
- Must possess a valid Colorado driver's license or obtain after 90 days of employment.
- Must be willing and able to travel within the State of Colorado up to 25% of the time. Audits often require travel to various colleges and school districts within the state; at times, travel is necessary with little notice.

### **FLSA:**

Exempt

### **Opportunity Type:**

Full-time

### **Hiring Salary Range:**

\$50,000 - \$65,000 annually (see job posting)

How to apply: [cccs.hiretouch.com](https://cccs.hiretouch.com)