



**CONNECTICUT STATE COLLEGES & UNIVERSITIES  
BOARD OF REGENTS FOR HIGHER EDUCATION  
JOB OPPORTUNITY  
July 17, 2013**

**INTERNAL AUDITOR (2 OPENINGS)**

Open To: The Public  
Location: 39 Woodland Street, Hartford, CT  
Hours: Full-Time, 40 hours/week  
Salary Group/Class: 36 / SUAssistantDirector  
Closing Date: August 17, 2013

The Board of Regents for Higher Education has two (2) positions for Internal Auditors within the Internal Audit Department. Both positions develop and conduct financial and operational audits of the System Office and the Connecticut State Colleges and Universities System, evaluate the effectiveness of financial and operational internal controls, assess compliance with regulations and Board policies and initiatives, and provide management with recommendations for strengthening operations.

**POSITION SUMMARY:**

These positions provide audit services for the Connecticut State Colleges and Universities System and performs a broad range of audits encompassing financial integrity and performance, as well as operational effectiveness of procedures. The incumbents are expected both to identify inappropriate or unsound practices, as well as to provide consulting assistance to the administrators of the System Office and the Connecticut State Colleges and Universities System in improving operations and procedures on a continuing basis. The incumbents report to the Director of Internal Audit.

**REPRESENTATIVE DUTIES:**

- Plan, develop, and conduct audits of a wide variety of Connecticut State Colleges and Universities System operations. This duty includes the requirement to plan the audit based upon risk exposure, identify risks and controls to mitigate risks, test the adequacy of controls, verify accuracy of documentation and compliance with laws, regulations, and sound operating policies and procedures. Audit field work includes analyzing and testing operational transactions and policies, as well as interviewing staff and managers to obtain needed information to determine the operational effectiveness and efficiency of each auditable area.
- Prepare comprehensive reports of audits, identifying exceptions and areas needing correction or improvement, as well as recommending specific steps for improving financial and operational controls.
- Present and discuss audit findings with key people in the audited entities.
- Assist in the development of long range audit plans by performing such tasks as identifying risks in various programs and entities, evaluating the risks, and setting priorities for conducting audits according to highest potential benefit.

- Conduct follow-up reviews of audited entities and programs to assure compliance and to provide assistance in improving the system of controls.
- Provide consultative advice to managers throughout the Connecticut State Colleges and Universities System on such issues as control enhancements to the environment and preserving operational integrity.
- Provide assistance to the Director of Internal Audit on other reviews and investigations as assigned.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in accounting, finance, or a closely related field with at least two (2) years of related experience in the area of financial/operational auditing.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**PREFERRED QUALIFICATIONS:**

Advanced degree preferred. Current certification in a recognized discipline of the auditing field (e.g., Certified Internal Auditor, Certified Public Accountant, Certified Fraud Examiner, or Certified Information Systems Auditor) is highly desirable. Higher education, SCT Banner, ACL (or similar data analysis tool) experience preferred. Demonstrated ability to plan and conduct audits of various operations and programs in higher education, applying professionally accepted principles of auditing.

**APPLICATION PROCEDURE:**

Submit a cover letter, detailed resume, BOR Employment Application, and names of three professional references to:

Board of Regents for Higher Education  
ATTN: Internal Auditor Position  
Human Resources Department  
61 Woodland Street  
Hartford, CT 06105  
[jobs@ct.edu](mailto:jobs@ct.edu)

Application materials must be postmarked or submitted on or before August 17, 2013. Incomplete or late application packages received after the deadline may be discarded. A BOR employment application can be found on our website at <http://www.ct.edu/files/pdfs/Employment-Application.doc>

***The Board of Regents for Higher Education is an Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are strongly encouraged to apply.***