



Vacancy Announcement

Internal Auditor

Virginia Union University (VUU) was founded in 1865 in the heart of Richmond, VA. Over the past 153 years, the university has become a premier liberal arts urban institution of higher education and center of excellence for the preparation of students and the development of leaders for tomorrow's world.

The University invites applications for the position of Internal Auditor. The Internal Auditor will assist in the development of the institution's annual audit plan, complying with all local, state and federal laws.

DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Manages performance of audit assignments, reviews workpapers and audit reports; edits reports prepared by other auditors
- Schedules and plans audits; initiates project planning, assesses risks and develops audit direction
- Performs preliminary planning and establishes direction for audits, provides leadership to assigned auditors, manage projects to quality outcomes while meeting established time budget
- Performs audit work, including plan preparation, workpapers, findings and associated reports; verifies the accuracy of financial records as they pertain to assets, liabilities, receipts, expenditures and related transactions
- Coordinates and interacts with Board of Trustees, administrators, faculty, staff and with external audit and external agencies; may also be required to interact with university students and alumni and with vendors doing business with the university
- Consults with and advises university administrators, faculty and staff on operational and administrative issues
- Trains new staff, as needed
- Keeps abreast of university policies and procedures, current developments in accounting and auditing professions and changes in local, state and federal laws, as applicable
- Coordinates and interacts with audit firms performing external audits of university financial statements
- Participates in development, implementation and maintenance of policies, objectives, short-and long-range planning; develops and implements projects and programs to assist in accomplishment of established goals

- Develops and provides training to university departments as requested
- Performs miscellaneous job-related duties as assigned

Qualifications:

- Bachelor's degree; at least five (5) years of experience directly related to the duties and responsibilities specified. Certification/Licensure Certified Public Accountant (CPA) certification must be active and in good standing or must be practicing Certified Internal Auditor(CIA)
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis
- Knowledge of university and/or public auditing policies, standards and procedures
- Ability to work effectively with diverse populations
- Ability to supervise and train employees to include organizing, prioritizing and scheduling work assignments
- Ability to communicate effectively, both orally and in writing
- Ability to analyze and solve problems
- Skill in examining and re-engineering operations and procedures, formulating policy and developing and implementing new strategies and procedures
- Ability to foster a cooperative work environment
- Ability to provide technical guidance and training to end users
- Ability to develop, plan and implement short- and long-range goals
- Knowledge of court processes and legal documentation requirements
- Employee development and performance management skills
- Knowledge of financial recordkeeping procedures, laws, regulations and standards
- Ability to persuade and influence others
- Knowledge of current changes and/or developments in applicable federal, state, local laws and university policies and procedures
- Ability to analyze data and familiarity with ACL
- Understanding of IT control environment
- Ability to motivate others and promote teamwork
- Knowledge of governmental financial statements, auditing and workpaper review
- Must be bondable and maintain certification status

Salary: Commensurate with experience.

APPLICATIONS DEADLINE:

Review of candidate materials will begin immediately and continue until August 31, 2018. Applications should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

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