



Job Description

Job Title: Internal Auditor

JTC: CTH

Salary Range: N06

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for conducting independent audit tasks in assigned area of responsibility related to accounting records/financial procedures and/or information technology, etc., to determine the accuracy and completeness of records/financial data, effectiveness of controls and compliance with DCCCD policies and procedures.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of auditing standards and procedures, laws, rules and regulations, i.e., Institute of Internal Auditors (IIA) standards and/or AICPA Generally Accepted Audit Standards. Proven working experience as an Internal Auditor. Knowledge of Generally Accepted Accounting Principles. Must be able to determine compliance with organizational policies/ procedures and effectively communicate findings as appropriate. Ability to keep abreast of institution policies and procedures, current developments in operations, regulations and auditing, as applicable.

Ability to manipulate large amounts of data and compile detailed reports. Able to plan, organize, and execute all phases of audit work including, but not limited to, interviews, analytical procedures, detailed testing of data, identification and assessment of risks, and data analysis. Able to handle sensitive/confidential situations and information in a professional manner. Demonstrates a high level of integrity.

Must be able to think critically and work collaboratively with diverse stakeholders and constituents exercising independent judgement and discretion. Able to work independently and in a team environment. Ability to effectively communicate observations and conclusions to senior leadership, audit committee, auditee and/or other audiences as applicable.

Ability to influence and advocate recommendations to management for the areas examined. Understands business risks and related internal control activities. In a fast-paced, change environment, must be able to handle multiple priorities and meet critical deadlines. Strong ability to take initiatives and make sound decisions.

Must have excellent written/verbal communication, interpersonal, and relationship building skills. Able to communicate findings, both verbally and in writing and draft comprehensive and complete reports of audit area. High attention to detail with strong organizational and analytical skills. Must be able to



display a great level of resilience and calmness even under pressure. Able to provide excellent customer service to a diverse populations.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 30 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelors Degree with two (2) years of experience in related field. Must have valid driver's license to travel off site. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform complex financial, operational, and compliance audits to assess the adequacy and effectiveness of systems, processes, and controls at DCCCD. Examines the validity and reliability of financial, accounting and other data and reports any deviations. Prepare and report results to executives, audit committee, and/or other personnel as appropriate. Adheres to district policies and procedures, local, state and federal laws and regulations. Keeps up-to-date on industry trends and best practice through professional development activities.

Performs fieldwork activities and conducts client interviews and other client interactions independently or under limited supervision. Documents work performed in accordance with standards and prepares work papers and other communications in a clear, concise, organized, and accurate manner. Prepares and reviews work paper documentation to ensure it supports conclusions and results based on appropriate analyses and evaluations.

Works as part of a team or individually in conducting audit projects. Works collaboratively and maintains open communication with diverse stakeholders and constituents within the DCCCD network community to obtain relevant information. Participates in various meetings and/or committees as needed. May work with external auditors and in other audits or reviews that may be performed by outside entities such as state and federal regulatory agencies.

Applies the organization's audit methodology and carries out the audit procedures to meet the specific audit engagement objectives. Conducts periodic follow-up reviews to assess and report on progress or completion of management's corrective actions in response to internal audit observations and recommendations. Communicate the results of audit projects via written reports and oral presentations to management. Manages all resources efficiently to ensure the engagement objectives are met.

Actively listens and responds constructively to stakeholders/constituents relating to concerns regarding the audit process. Selects and applies the appropriate tools and techniques to data gathering, analysis and interpretation, and reporting. Applies ethical principles and values to the activities being audited, maintaining objectivity in all situations. Provides effective customer service.

Performs other duties as assigned.



The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.