

**Sul Ross State University**  
**Position Description**

**Official Title:** Component Audit Director,      **Salary Group:** Unclassified      **Job Code:** 1105  
Office of Audits and Analysis

**Summary**

Function: Responsible for the internal audit function at SRSU and RGC.

Scope: Responsible for compliance with the Texas State University System *Rules and Regulations* and state law in the performance of the duties assigned, and shall have full, free and unrestricted access to all University activities, records, property and personnel.

**Duties**

The SRSU Component Director reports to the System Director, Office of Audits and Analysis of the Texas State University System (System Director). The Component Director is responsible for the internal audit function at SRSU and RGC. The incumbent will perform risk assessments to develop audit plans for the campuses; conduct audits, special studies and analyses as directed by the System Director; perform special reviews requested by executive management; work cooperatively with System Office and component executive and administrative personnel, other TSUS component audit directors, external audit entities, and other governmental agencies as required by his or her job functions; prepare audit reports; present the results of work to campus management; and perform such other duties as are customarily performed by the chief internal auditor of a governmental entity. This position supervises no staff. This position is Security Sensitive.

Must exercise due caution and practice safe work habits at all times.

Non-Essential: Other duties as directed by the System Audit Director.

More information on the internal audit function can be found at the TSUS website at <http://www.tsus.edu/leadership/system-administration/audits-analysis.html> and in Chapter III, Paragraph 7, of the TSUS Rules and Regulations: <http://gato-docs.its.txstate.edu/tsus/policies-procedures/Rules-Regs-100214/System%20Rules%20%26%20Regulations.pdf>

**Supervision**

Received: Functionally reports directly to the System Audit Director and administratively to the component President.

Given: None

**Experience/Education**

Required: The Director must hold a bachelor's degree from an accredited institution and be a Certified Public Accountant or a Certified Internal Auditor with five (5) years of progressively responsible experience as an accountant or auditor and knowledge of the audit functions of large, complex organizations.

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Preferred: Additional years of auditing/accounting experience above the 5 years preferred, auditing experience in an educational institution. Familiarity with State of Texas internal auditing laws, policies, and procedures is preferred. Familiarity and experience in an internal auditing capacity at an institution of higher education preferred. Familiarity and experience in using TeamMate preferred. Understanding of fundamental information technology control concepts preferred. Experience in utilizing standard Microsoft desktop productivity applications preferred. Experience with Banner ERP preferred. Advanced degrees in related fields preferred. Additional professional certifications in the auditing arena preferred.

**Working Conditions**

Usual: Exempt from overtime provisions.

Position is Security Sensitive.

Special: Secure office and filing systems.

Date revised: July 11, 2016