Job Title
Audit Manager

Immediate Supervisor
Chief Audit Executive (CAE)

Job Summary
Conduct all phases of financial, operational, compliance and investigative audits in a highly computerized and regulated environment from planning through report writing. Work independently or collaboratively with other team members. Supervise senior and staff auditors assigned to audits or special projects. Apply experience and sound judgment to identifying risk and control issues that need to be communicated to Internal Audits senior management for resolution. Provide management consulting and training to campus staff regarding internal controls and control techniques as needed.

Institutions of higher education and related branch campuses under the governance of the OSU/A&M Board of Regents include:

- Connors State College
- Langston University
- Northeastern Oklahoma Agricultural and Mechanical College
- Oklahoma Panhandle State University
- Oklahoma State University and its constituent agencies
  - Oklahoma Agricultural Experiment Station
  - Oklahoma Cooperative Extension Service
  - Oklahoma State University Institute of Technology-Okmulgee
  - Oklahoma State University Center for Veterinary Health Sciences
  - Oklahoma State University-Oklahoma City
  - Oklahoma State University Center for Health Sciences
  - Oklahoma State University-Tulsa

Audit assignments will be located at OSU campus in Stillwater with some travel to outlying branch campuses and A&M institutions. All services are to be performed in accordance with the International Standards for the Professional Practice of Internal Auditing, the Institute of Internal Auditors Code of Ethics, and office policies, practices, and procedures.
Specific Job Duties

1. Complete assigned audits and special projects within the budget allotment, including any approved revisions.
2. Supervise senior and staff auditors to ensure that audit objectives are met and that adequate, practical audit coverage is achieved.
3. Perform preliminary risk assessment identifying risk areas, evaluate their significance in relation to operational factors such as cost versus benefit of audit project, scheduling, and level of expertise to provide quality service.
4. Prepare preliminary audit plan and program, which may be adjusted during the audit.
5. Coordinate data retrieval and analysis with the IT Audit Supervisor as appropriate to individual audit projects.
6. Submit well written and “best effort” audit reports and audit memorandums and edit audit reports prepared by senior or staff auditors.
7. Direct audit projects to be in compliance with current professional and departmental standards including the planning and execution of work performed.
8. Prepare work papers that record and summarize data on the assigned audits while being careful not to accumulate unnecessary copies of client documents that must later be shredded.
9. Provide the Asst. CAE or CAE with written semi-monthly progress reports on each audit including justifications for audit hour overages prior to exceeding the budget allotment.
10. Provide the auditee’s operating management with weekly updates as to the progress on the audit and status of findings in order to avoid any surprises.
11. Provide flexibility in the audit program so as to be responsive to management's special needs.
12. Review transactions, documents, records, reports, and methods for accuracy and effectiveness.
13. Evaluate the adequacy of management’s corrective actions taken to improve deficient conditions.
14. Develop and nurture an effective working relationship with the management of each college; provide for a flow of communication from operating management to the Director.
15. Comply with the Institute of Internal Auditors Code of Ethics.
16. Perform other duties as assigned.

Prerequisites

Education
Bachelor's Degree in Accounting, Finance, or Business Administration is required. Additional education in a business or computer related field is considered a plus.

Experience
Minimum of five years experience as an audit manager, in-charge or senior auditor in an internal audit department or comparable experience with a national or large regional public accounting
firm is required. Higher education and management experience is beneficial. Additional related education may substitute for work experience on a year for year basis.

**Certification**

Professional certification as a Certified Public Accountant, Certified Internal Auditor, and/or Certified Information Systems Auditor is required.

**Professional Skills**

1. Superior written and oral communication skills.
2. Ability to apply the Standards for the Professional Practice of Internal Auditing.
3. Ability to not only identify audit issues but also offer recommendations and solutions to the Assistant CAE or CAE.
4. Ability to exercise proper judgment, tact, and leadership to successfully manage multiple ongoing audit projects.
5. Proficiency in financial accounting principles and techniques.
6. Understanding of management principles in order to recognize and evaluate the materiality and significance of deviations from “good business practice”.
7. Appreciation and understanding of the fundamentals of such subjects as public higher education, state government, accounting, economics, commercial law, finance, taxation, and computerized information systems.
8. Proficient working knowledge of microcomputer applications with an emphasis on word processing and spreadsheet programs.

**Personal Skills**

1. Imagination and initiative that finds new ways of attacking old problems.
2. Strong positive attitude toward the internal audit profession that sells the auditor and the audit.
3. Good judgment and maturity.
4. Objectivity and integrity.
5. Enthusiasm, energy, and constructive attitude.
6. Ability to balance work demands and personal needs.
7. Develops goodwill and respect of others.
8. Helpful and cooperative with others, both clients and co-workers.
10. Understands people and their point of view.
11. Ability to work well with others and maintain effective working relations with both her/his superiors, subordinates, and operating management of the institutions.

**How to Apply**
The OSU/A&M Board offers a competitive salary (commensurate with experience), excellent benefits, and a varied and rewarding work environment. Applications will be accepted until the position is filled. Submit a current resume and letter of interest to:

Audit Manager Search  
OSU/A&M Board of Regents  
Department of Internal Audits  
400 Cordell North  
Stillwater, Oklahoma 74078  
E-mail: audits@okstate.edu

Oklahoma State University is an EEO E-Verify employer and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, genetic information, sex, sexual orientation, gender identity, national origin, disability, or veteran status.