

South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Monday, February 22, 2016
@ 1:30 p.m.
McAllen, Texas

“At anytime during the course of this meeting, the Board of Trustees may retire to Executive Session under Texas Government Code 551.071(2) to confer with its legal counsel on any subject matter on this agenda in which the duty of the attorney to the Board of Trustees under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. Further, at anytime during the course of this meeting, the Board of Trustees may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code.”

- I. South Texas College Job Description – Internal Auditor
- II. Meeting with Candidate for Internal Auditor Position

South Texas College

Classification Description

Title: Internal Auditor

Dept: Internal Audits

Reports to: *Board of Trustees and President (Functionally) *VP-FAS (Administratively)

Pay Grade: Administrative - E

Salary Range: \$80,000 - \$140,000

Date: 06/09/2015

FLSA Status: Non-Exempt

General Statement of Job

The Internal Auditor is responsible for providing independent and objective assurance, consulting services, evaluations, audits, analyses and appraisals designed to add value and improve the College's operations and effectiveness of governance and risk management processes, and internal controls environment. The Internal Auditor reports administratively to the Vice President for Finance and Administrative Services and functionally to the College President and Board of Trustees.

Specific Duties and Responsibilities

Essential Functions:

1. Carries out independent evaluations, audits, and appraisals of the effectiveness of the policies, rules and procedures through which College financial, physical, Enterprise Risk Management and human resources and other activities are managed and in accordance with the auditing standards, Texas Internal Auditing Act and The Institute of Internal Auditors Standards.
2. Provides management with a comprehensive risk management process to ensure that risks are identified, and evaluates existing internal controls' ability to mitigate the impact and likelihood of occurrence of the identified risks.
3. Maintains an awareness of changes in operations, regulations and audit practices in order to evaluate effectiveness and efficiency, and advocate and influence the highest standards of ethics, discipline, and professionalism.
4. Researches and keeps abreast of legislative issues, new audit regulations/trends, new and emerging technologies, tools, and methodology, and elicit information from knowledgeable internal/external sources about areas and functions to evaluate or analyze.
5. Keeps management informed of emerging trends and successful practices in auditing and controls testing.
6. Facilitates the formulation of new procedures and organizational changes resulting from audit/consulting engagements and discuss changes in related policies, rules, procedures, and methods.
7. Performs special analyses and reviews, including compliance, instances of alleged

- fraud and unethical misconduct. Reviews and reports on the accuracy, timeliness and relevance of the financial and other information that is provided for management.
8. Develops a flexible risk based annual internal audit plan using risk based support models and methodologies, and ensures its full implementation.
 9. Approves and oversees audit programs and testing procedures to ensure appropriateness for the areas in scope; fieldwork is within scope constraints and deadlines; identified risks are addressed and adequately provided for; and activities conform to regulation, college policies, departmental procedures, and professional standards.
 10. Supervises, evaluates, instructs and delegates duties and tasks, directs, mentors, counsels and monitors the audit staff, and ensures staff compliance with regulations, College policies, deadlines, and auditing standards.
 11. Maintains a professional audit staff with sufficient knowledge, training, skills, and experience to meet the requirements of the Internal Audit Charter.
 12. Develops and implements fraud and unethical behavior prevention programs driven by risk based support models.
 13. Participates in various committees or task forces geared to policy and procedure development and operational improvement.
 14. Coordinates coverage with the external auditors, state and federal agencies, and external consultants, and that each party is not only aware of the other's work, but also well briefed on areas of concern to ensure appropriate coverage.
 15. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's Degree in Accounting required; Master's Degree preferred.
2. At least three (3) years of Auditing experience, preferably in a higher education institution.

Required Knowledge, Skills and Abilities

1. Ability to handle the demands and requirements of senior-level management in higher education.
2. Knowledge of auditing standards, techniques, activities, and processes.
3. Knowledge of risk management and risk assessment.
4. Knowledge of public accounting and financial rules, laws, standards, and practices.
5. Familiarity with fraud investigation and detection criteria and strategies.
6. Familiarity with organizational management and human resources concepts.
7. Ability to demonstrate effective management and leadership models and techniques.
8. Ability to handle multiples projects and meet deadlines.
9. Familiarity with planning and managing budgets.
10. Ability to effectively use interpersonal and communications skills including tact and diplomacy.
11. Ability to effectively use organizational and planning skills with attention to detail and follow through.
12. Knowledge of designing internal audit master plan initiatives.
13. Ability to provide management with a comprehensive enterprise risk management

process.

14. Ability to coordinate work with external auditors, federal and state agencies, and external consultants.
15. Ability to effectively supervise, lead, and delegate tasks and authority.
16. Demonstrated ability to interact effectively with a diverse, multi-cultural population.
17. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, college policies and procedures, and governmental regulations.
18. Ability to write reports, business correspondence, and procedure manuals.
19. Ability to effectively present and respond to questions from groups of students, faculty, staff, administration and the general public.
20. Ability to define problems, collect data, establish facts, and draw valid conclusions.
21. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
22. Ability to interpret a variety of instructions furnished in written, oral, or diagram form.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a national criminal background check under STC policy.
2. Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) required.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
3. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
4. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

Position #

Meeting with Candidate for Internal Auditor Position

Two finalist candidates for the Internal Auditor Position were invited to meet with the South Texas College Board Finance and Human Resources Committee.

One candidate has since withdrawn from consideration for this position.

The final candidate for the Internal Auditor position has been invited to meet with the South Texas College Board Finance and Human Resources Committee.

Candidate Background:

Education

- Bachelors in Business Administration (BBA), UTPA
- Masters in Accountancy (MAcc), UTPA

Professional Licenses/Certifications

- Certified Public Accountant (CPA)
- Certified Internal Auditor (CIA)
- Certified Government Auditing Professional (CGAP)

Work History

Sr. Auditor, <redacted>

09/01/2014 - current

- Leads the planning, performance, reporting and follow up of internal audits and other assigned projects and tasks, under limited supervision for the Audit department.
- Performs risk assessments in preparing the audit plan.

Internal Auditor, The University of Texas Pan American

01/02/2012 – 08/31/2014

- Assume responsibility for complex audit projects.
- Plans and conducts audits in accordance with audit standards.
- Conducts interviews with University personnel to use as evidence for audit fieldwork.
- Conduct tests to determine compliance with applicable policies and procedures.

Professional Staff, Long Chilton, LLP

01/10/2011 – 12/19/2011

- Conduct various types of audits as well as specialize in tax (individual, partnership, corp.).