Title: Internal Auditor
Agency: North Dakota University System (NDUS) Office
Supervisor: University Auditor
Status: Full-Time; Exempt from FLSA; Non-Broadband position
Location: Bismarck, ND

Job Summary
Responsible for conducting financial, operational, compliance and IT audits to assess the adequacy and effectiveness of systems, processes, and controls within the NDUS to ensure accuracy of financial records and efficiencies of operations.

Qualifications
Minimum Qualifications
- Bachelor's degree in accounting or other appropriate area from an accredited college or university
- Certified (or in process of gaining certification) in at least one of the following: Certified Public Accounting (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Fraud Examiner (CFE)
- Minimum of two years of experience in auditing and compliance or other relevant experience in a complex environment
- Knowledge of auditing standards, compliance standards and Enterprise Risk Management methodologies
- Knowledge of leading-edge internal audit activity practices, audit techniques and automated audit tools
- Must be a self-starter, able to work independently or as part of a team and make decisions with minimal supervision
- Strong analytical skills with ability to identify and assess risk and exposures across a wide variety of processes
- Strong project management and organizational abilities
- Demonstrated interpersonal written, and oral communication skills with a personal style characterized by integrity, candor, and diplomacy
- Possess strong and demonstrated computer software knowledge (i.e. Excel, Word)

Preferred Qualifications:
- Certified Public Accountant
Duties and Responsibilities

• Conduct financial, operational, compliance and IT audits in conformance with the International Standards for the Professional Practice of Internal Auditing, to include objective and practical recommendations for management action, as appropriate
• Communicate the results of audit projects via written reports and oral presentations to management.
• Conduct 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
• Assist in the development and maintenance of the enterprise risk assessment
• Assist in formulation of policy and procedures for improvements regarding internal control matters, finance and other operations
• Conduct investigations of suspected irregular conduct in conjunction with other University System resources, as requested
• Provide internal control consultation and advisory services to senior management, as requested
• Work directly with campus internal auditors and all other levels of the University System community, as needed, maintaining productive relationships
• Other duties as assigned

Must be able to travel, primarily in-state