

**The Nevada System of Higher Education
Position Announcement
For
Senior Internal Auditor – Las Vegas**

The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of Senior Internal Auditor. This is a renewable, full-time, non-tenured, administrative position and reports to the Internal Audit Manager. The position will be located in Las Vegas, Nevada. The NSHE is comprised of eight institutions: two universities, a state college, four community colleges and a research institute. The public system of higher education in Nevada continues to experience growth with significant challenges and opportunities in serving over 105,000 students and 12,000 employees.

The Senior Internal Auditor performs assigned audits across functions of NSHE. It is expected that beyond the assignment of projects and guidance concerning priorities, minimal supervision will be required. The Senior Internal Auditor makes independent decisions and recommendations.

SALARY: Salary range for this position is \$60,000 - \$64,700 and a benefits package that includes health, dental, vision, life and retirement. Starting salary will be commensurate with direct experience, training and qualifications of the successful candidate.

APPROXIMATE STARTING DATE: October 1, 2017

MINIMUM QUALIFICATIONS: The successful candidate must have a Bachelor's degree from an accredited institution. A minimum of five years progressive experience directly applicable to the position, including one year of experience relating to supervision of audit staff, is required. Preference will be given to candidates who have a relevant certification or are certification-eligible.

KNOWLEDGE, SKILLS AND ABILITIES: Successful candidates must possess the following knowledge, skills and abilities. It is recommended that applicants for this position address each of the following items in the letter of application:

- Complete written and oral presentations with superb communication skills
- Plan and execute internal audits in accordance with accepted standards
- Evaluate and analyze complex data, make informed, objective opinions on audit findings and make appropriate recommendations to improve deficient conditions
- Review audit work papers prior to review by the Internal Audit Manager
- Maintain competencies in auditing through participation in professional development activities
- Provide day-to-day supervision of staff auditors

RESPONSIBILITIES: The duties of this position will include, but not be limited to, the following areas of responsibility:

- Survey functions and activities in assigned areas to determine the nature of operations and the adequacy of controls to achieve established objectives
- Determine the direction and thrust of the proposed audit effort
- Plan the scope of an audit using a risk-based methodology and prepare a related audit program
- Determine the auditing procedures to be used, including statistical sampling and use of data analytics software

- Identify key control points of the system
- Perform audits in a professional manner in accordance with the approved audit program
- Obtain, analyze and appraise audit evidence as the basis for an informed, objective opinion on the adequacy and effectiveness of the system and the efficiency of the activities being reviewed
- Direct, counsel and mentor staff assistants assigned to a given audit
- Make oral and written presentations to management throughout the audit, and at the conclusion of the review, discuss observations and recommended corrective actions for improvement
- Prepare formal written reports and other deliverables expressing opinions on the adequacy and effectiveness of the system and the efficiency with which activities are performed

TO APPLY: The application process will be handled through the Consensus Search on-line search process. Application materials must include a current resume, detailed cover letter, and names, addresses, and telephone numbers of four professional references willing to be contacted. Applicants should fully describe qualifications and experience, since the initial review will serve to evaluate applicants based on documented, relevant qualifications and professional work experience. The review of materials will begin immediately. Materials should be addressed to Lori Mandracchio, Search Coordinator, and are to be submitted via on-line application at <http://system.nevada.edu/Careers/index.htm>. For assistance with NSHE's on-line applicant portal, contact Lori Mandracchio at (702) 889-8426 or lori_mandracchio@nshe.nevada.edu.

Application Deadline: Applications may be submitted until the position is filled; however, to ensure full consideration, applications should be submitted by July 24, 2017.

For more information about the Nevada System of Higher Education, please visit our website at www.nevada.edu. The Nevada System of Higher Education hires only United States citizens and aliens lawfully authorized to work in the U.S. The NSHE is an affirmative action, equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, genetic information, sexual orientation, gender identity or gender expression.