The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of Financial Aid Audit Specialist. 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 100,000 students and 12,000 employees.

The Financial Aid Audit Specialist assists with the execution of the entire internal audit process, but will have a significant emphasis on Financial Aid. Leveraging an understanding of student finance processing and related external oversight, the Financial Aid Audit Specialist will assess control design and effectiveness along with ensuring compliance with applicable higher education regulations, standard accounting practices and NSHE policies. The individual will act as a project leader in a hands-on role to provide recommendations to improve internal controls, business processes and related value-added activities, and identify greater efficiencies with respect to operations.

**MINIMUM STARTING SALARY:** $52,500

**APPROXIMATE STARTING DATE:** June 1, 2016

**MINIMUM QUALIFICATIONS:** The successful candidate must have an earned a Bachelor’s degree from an accredited institution. A minimum of five years progressive financial aid experience is required. Preference will be given to candidates who have a relevant certification.

**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:

- Maintain knowledge of general business practices and practices specific to internal audit
- Conform to audit standards of the Institute of Internal Auditors, Governmental Accounting Standards Board, Internal Revenue Service and others
- Keep current on regulations/guidelines as it relates to student finance processing.
- Evaluate and analyze complex data, make informed, objective opinions on audit findings and make appropriate recommendations to improve deficient conditions
- Ability to communicate via oral and written presentations
- Interact with financial aid professionals at a highly technical level
- Maintain competencies in time management and organizational skills, as well as in computer software (Microsoft Word, Excel, etc.)

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

- Stay current on federal, state and System regulations/policies as they relate to student finance processing
- Perform critical project management duties in the performing and reporting of audit work
- Perform as project leader in a hands-on audit role, providing recommendations that improve internal controls, add value and/or create greater efficiencies with respect to operations and reporting
• Contribute to deliverables providing summary/status updates of audit review
• Identify, document and assist with the implementation of best practices as they relate to financial aid
• Contribute to oral and written presentations to management, internal audit staff, and campus audit staff/controllers during and at the conclusion of reviews

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: The position will remain open until filled, however, preference will be given to those who apply by April 15, 2016.

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.