

## **INTERNAL AUDITOR-SUNY BROOME**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for managing, organizing and performing financial and compliance audits at SUNY Broome to identify and control business risks, and to help ensure that the College's resources are used in an ethical, effective, and efficient manner and are adequately safeguarded. The incumbent will assist in development and implementation and testing of various internal controls, assist with monitoring financial records of the College, and assist with other financial projects. The work is performed under the general supervision of the Assistant Controller or the Associate Vice President and Controller with some leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Audits financial records and accounts for SUNY Broome for accuracy, compliance with local, state and federal laws and regulations and auditing standards;

Assists in the development and implementation of various internal controls and testing of controls;

Inspects, monitors and reports on the adequacy of control systems;

Analyzes accounting and finance procedures and makes recommendations for changes to improve the accuracy and efficiency of the system;

Evaluates compliance with existing College policies and procedures, identifying and proposing modifications as needed;

Performs complex analyses and research, evaluates alternatives, and develops sound conclusions and recommendations;

Represents the Controller's office on a variety of complex, sensitive and confidential issues;

Assists in the development of policies and procedures including the preparation of manuals and plans;

Compiles policies and standards by updating, revising and preparing internal controls to reflect current programs, procedures and policies;

Responsibility for the auditing of the financial records of grants;

Coordinates the internal audit program with involved departments and functions;

Examines and reports on the effectiveness of management in safeguarding assets to protect against the fraud and theft of the College's assets;  
Assesses departments and reports management issues and internal control deficiencies and recommends operation improvement;  
Prepares and presents a variety of reports;  
Prepares annual audit schedule.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of acceptable accounting principles and practices;  
Good knowledge of the standards for the professional practice of internal auditing;  
Good knowledge of financial administration including budgeting and reporting;  
Good knowledge of accepted accounting principles;  
Good knowledge of the principles and techniques of operational and performance, audit exposure and risk analysis, research methods, and program evaluation;  
Working knowledge of College, state and federal policies, laws and regulations applicable to areas of audit inquiry;  
Ability to plan, direct and manage a comprehensive operational audit process covering all College programs and functions;  
Ability to prepare and analyze complex oral and written reports clearly and concisely;  
Ability to perform close, detail work involving considerable visual effort and strain;  
Ability to establish and maintain effective working relationships;  
Ability to exercise sound, expert judgment within general policy guidelines;  
Ability to communicate effectively both orally and in writing;  
Accuracy;  
Good judgment.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in accounting and two years of accounting and/or auditing experience.

**Accounting** - is the art of recording, classifying, verifying and reporting financial data and presenting an analysis or interpretation of their significance. Its function is to provide quantitative information, primarily financial in nature, about economic entities that is intended to be useful in making economic decisions and in making reasoned choices among alternate courses of action. It includes the preparation of financial statements and schedules.

**Auditing** - the art of confirming financial statements for the purpose of expressing an opinion that these statements fairly represent the financial condition of the enterprise and its operating results, and further that these statements are presented to conform with generally accepted accounting standards in a consistent manner. Auditing is the art of documenting the veracity of financial data; it includes a critical review of internal controls, a systemic examination and verification of financial records and documents, and an appraisal of fiscal procedures and operations.