

POSITION TITLE: Chief Audit Executive and Chief Compliance Officer

CLASSIFICATION: Unclassified position

REPORTS TO: Functionally: Audit Committee

Administratively: University of Louisiana President & CEO

RESPONSIBILITY SUMMARY:

- Report to the Board of Supervisors through the Audit Committee and the System President
- Report at each Board meeting and additionally as necessary to the Audit Committee and System President to inform the Audit Committee and System President concerning areas of risk, internal and external audit results, corrective action, and other matters related to audit of the System operations
- Direct, supervise, plan, and/or coordinate the System internal audit function in compliance with the System Internal Audit Charter
- Prepare a consolidated System-wide annual audit plan to include input from the Audit Committee, System President, University internal auditors, and other ULS Senior Management as to areas of mutual concern and potential risk, including matters relating to financial reporting, enterprise risk, internal controls, compliance with policies, laws and regulations, and ethics. Monitor the plan to ensure the plan is being followed and report adherence and progress to the Audit Committee quarterly
- Assist University Offices of Internal Audit in the performance of financial, compliance, information systems, operational, and investigative audits, as needed
- Attend internal and external audit exit conferences as deemed necessary
- Assist University Offices of Internal Audit to ensure that any findings and recommendations noted in Office of Legislative Auditor or other external audit reports are addressed timely so they are not repeated in the next audit
- Visit University Internal Audit Directors and University Presidents to establish communication and to maintain an open and mutually supportive relationship by understanding the paradigms under which they operate
- Meet individually with each university Internal Audit Director at least annually to discuss audit matters at their university
- Carry out special reviews and investigations at the request of the Audit Committee and the System President
- Operate the System internal audit function consistent with the Mandatory Guidance of the Institute of Internal Auditors' International Professional Practices Framework, including the International Standards for the Professional Practice of Internal Auditing and the Code of Ethics. The Chief Audit Executive and Compliance Officer will report periodically to the System President and the Audit Committee regarding the internal audit activity's conformance to the Code of Ethics and the Standards
- Participate with the University Offices of Internal Audit in regular training, networking activities, and awareness programs sponsored by the National and Louisiana Associations of College & University Auditors, the IIA, and other affiliated audit organizations. Use recommendations, strategies, and standards from the IIA and other audit experts for implementing changes to improve the ULS internal audit function
- Ensure the System Internal Audit Charter is current and make recommendations for changes as needed for approval by the Audit Committee
- Conduct regular meetings with university internal auditors as a group to discuss common concerns, emerging issues and to provide assistance as appropriate

- Other duties as assigned by the Audit Committee or System President

MINIMUM QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, Public Administration, Management, Information Technology, or other business-related discipline
- Certified Internal Auditor (CIA) or Certified Public Accountant (CPA)
- At least five years of director-level experience in internal auditing, systems analysis, accounting, or general management in higher education
- Possess strong oral communication skills
- Ability to write clearly and effectively
- Possess an appropriate combination of technical expertise in fields such as auditing, finance, technology, operations, and investigations
- A demonstrated ability to manage multiple projects
- Managerial skills and experience incumbent upon the Chief Audit Executive and Chief Compliance Officer, including at least the following knowledge and experience in the following areas:
 - Project management and scheduling
 - Risk assessment and risk management
 - Fraud detection and investigation
 - Auditing standards, techniques, and procedures
 - State and Federal regulations relating to institutions of higher education.
- Ability to direct and deal effectively with people to attain desired objectives
- Analytical aptitude to analyze data gathered in audits

Priority Deadline is Friday, May 19, 2023. For consideration, Please email resume with references to ULSHR@ulsystem.edu

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