

JOB DESCRIPTION



Position Title: Internal Auditor/Executive Assistant

Department: Administrative Services

Employment Category: Exempt Staff

Primary Location: Sierra Vista Campus

FLSA Classification: Exempt

Remote Work Eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: EX11

Position Summary: The Internal Auditor/Executive Assistant is responsible for establishing and maintaining an internal audit process for financial records, including procurement and payroll records, for ensuring compliance with federal, state, and local regulations, for providing high level support to the Executive Vice President related to project management, policy management, and public records requests, for serving as back up to assist with finance, payroll, and human resources data entry and processing, and for reviewing and monitoring related reporting for finance and payroll records.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Designs and oversees an effective internal audit processes and financial, including procurement and payroll, compliance strategies, systems and processes to ensure the college's adherence to legal and regulatory obligations; develops and maintains a financial compliance matrix to document compliance requirements and designated compliance owners

Monitors and reviews activities within the finance and payroll department, ensuring compliance with federal and state laws, researches and responds to related inquiries from within the finance department, monitors compliance with complex federal and state rules and regulations

Assists in monitoring compliance with established policies, practices and procedures; responds to inquiries and assisting in understanding established policies and procedures; reviews submitted action documentation for completeness, ensuring proper signatures and other authorizations as needed

Monitors correspondence and email accounts for public records requests to ensure proper documentation and follow up to requests in a timely manner

Ensures timely tax payments and forms processing for regulatory agencies as required; keeps detailed records for monitoring and reporting purposes, monitors and updates all policies and procedures related to tax compliance, work closely with leadership and compliance owners to identify compliance issues and collaboratively develop recommendations and response plans for issues of noncompliance

Assists with state nexus research and related compliance initiatives, serves as a resource to the payroll department to assist in compliance with complex multi-state reporting requirements

Audits monthly financial processes, such as account reconciliation, journal entries and general ledger maintenance transactions, ensuring timely and accurate reporting on the general ledger, provides support for the fiscal year-end audit

Monitors GASB accounting pronouncements, ensuring department managers are aware of changes, and assists as needed with implementation of updated processes

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Serves as a recorder for Employee Senate, Employee Relations, and Safety Committees, including communicating with committee members, taking minutes, reserving rooms, and maintaining committee document storage, etc.

Serves as backup support in finance, payroll, and human resources data entry and processing as needed; maintains personnel files; maintains employment compliance posters

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Bachelor's degree from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Five years related experience

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Preferred Qualifications:

Experience working in a public education environment

Experience working with an integrated data management system

Knowledge, Skills and Abilities:

High level of personal integrity and commitment to the college mission

Knowledge of and ability to follow college policies and procedures

Knowledge of employment laws, regulations, and practices

Knowledge of accounting and budgeting principles, practices and methods

Knowledge of integrated enterprise resource planning systems

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Skill preparing detailed reports on a timely basis

Skill utilizing standard office equipment

Skill in presenting ideas and concepts orally and in writing

Skill in organization

Skill in leadership and management

Ability to maintain high level of personal integrity and ability to manage sensitive issues while maintaining confidentiality

Ability to maintain accountability, reliability, and ability to perform duties and responsibilities in a discreet manner with a high level of accuracy

Ability to perform mathematical calculations

Ability to work under pressure with frequent interruptions

Ability to work independently, prioritize, follow multiple projects and tasks through to completion, with close attention to detail while contributing to team environment

Ability to work accurately, efficiently, and effectively with all types of data

Ability to relate to a diverse population in a professional and helpful manner, and to maintain composure when faced with difficult situations

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Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Work Environment: Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Executive Vice President for Administration

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.