

**New Chief Internal Auditor
Dallas County Community College District**

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Downloaded On: Feb. 20, 2020 10:25am

Posted Oct. 7, 2019, expired Feb. 6, 2020

Job Title	New Chief Internal Auditor
Department	Senior Administration
Institution	Dallas County Community College District Dallas, Texas
Date Posted	Oct. 7, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Senior Executive Officer
Academic Field(s)	Administration - General Senior Administration
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Job Description	

Updated Qualifications- Chief Internal Auditor

Academic Career & Executive Search is pleased to assist the Dallas County Community College District (DCCCD) in their search for a Chief Internal Auditor (CIA).

The District seeks a sophisticated senior financial executive well-skilled in interacting with C-suite level administrators and Board of Trustees to serve in this critical and highly visible role. The successful candidate is analytical, fiscally savvy, and strong in risk based assessment. The District desires a CIA who will act as an internal business partner to strategically work alongside the various business units to develop and maintain fiscally sound, responsible and effective business practices.

This position reports functionally to the Board of Trustees and administratively to the General Counsel. The position is a senior-level administrative position in the District.

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The Chief Internal Auditor functions as a member of the senior management team, responsible for instituting policies and procedures that provide effective internal management of the organization by assessing risk and ensuring the DCCCD has appropriate internal controls and effective and efficient processes and programs. Responsible for accelerating organizational performance through strategic planning and organizational effectiveness. Bears significant responsibility, accountability and authority within an organization to meet the vision, mission, strategic priorities and goals of the DCCCD.

Required Knowledge, Skills and Abilities

Demonstrated experience as a highly aligned business leader in strategic planning and support services. Must maintain an uncompromised commitment to integrity, credibility, confidentiality in sensitive situations, demonstrated high moral values and ethical behavior and dedication. Proven track-record of detail oriented management skills including fiscal compliance and outcomes. A strategic thinker providing visionary and dynamic leadership that will bring about effective change. Ability to keep up to date with emerging technologies and best practices.

Ability to identify, understand and analyze risks to the enterprise and design, implement, manage and execute audit activities informed by an appreciation and understanding of risks to the enterprise.

Ability to oversee the complete operation of a department in accordance with the direction established through strategic plans including the design and structure of the organization in a manner that facilitates and supports the operations. Demonstrated problem solving skills from analysis to recommendation and the development of the implementation plan.

Ability to develop collaborative relationships with internal and external constituents of diverse ethnicity and multicultural backgrounds, creating and supporting a diverse environment. Experience in leading efforts that focus on initiatives affecting business procedures and issues, as well as experience in developing and implementing strategic proposals. Ability to make formal, persuasive presentations to groups and interact effectively with individuals from all segments of the community. Proven capacity to work inclusively with executive leadership, and collaboratively with other stakeholders.

Excellent change agent, using a style of management that mentors/coaches staff to inspire

their best performance. Ability to understand changing market dynamics, translating them into actionable strategy and implementing the strategy to achieve the objectives of the district. Able to align and integrate the department's goals with the vision, mission and goals of the DCCCD.

A strong commitment to personal and professional development, and the ability to build a robust and collaborative team. Ability to translate and communicate complex topics in a variety of forums, tailoring

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communications to effectively fit and influence the targeted audience. Must have strong interpersonal, oral and written communications skills to effectively communicate with a diverse, multicultural community network.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Responsible for establishing standards and implementing procedures to ensure that compliance programs throughout the district are effective and efficient in identifying, preventing, detecting and correcting noncompliance with applicable rules and regulations.

Leads, inspires, and manages an internal audit function which meets or exceeds the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing (ISPPA)

Prepares and implements a risk-based audit plan to assess, report on and make strategic, informed recommendations for improving the effectiveness of the DCCCD's operational and financial activities

Maintains working knowledge of state grants and Board policies

Keeps current on industry changes and best practices through professional development activities

Develops audit programs, internal control questionnaires, and audit procedures to be used in establishing methods to improve efficiency and quality of services, and to reduce the vulnerability to fraud and abuse, such as statistical sampling, use of electronic data processing equipment, and record analysis

Performs audit risk assessments and reports to senior leadership and Board of Trustees significant issues related to internal controls processes and highest risk areas within current operations to ensure that processes are appropriate for the current regulatory environment and to help ensure compliance with business practices.

Participates as a senior leader and trusted advisor to executive leadership and the Board of Trustees by having a full understanding of DCCCD operations, mission programmatic priorities and strategic initiatives in order to identify, assess, manage and monitor risk areas and align audit activities with same.

Successfully builds and maintains collaborative relationships with diverse internal/external stakeholders and constituents within the DCCCD community network to evaluate the effectiveness of current controls in order to:

Manage significant risk exposures

Ensure the integrity and reliability of information and financial reporting

Safeguard DCCCD assets

Support compliance with laws and regulations

Participates in special projects or strategic initiatives and/or conducts special reviews or investigations at the direction of the senior leadership or Board of Trustees.

Participates in various committees or task forces geared to policy/procedure development and

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operational improvements.

Meets quarterly with the DCCCD Board of Trustees Audit Committee to review audit priorities, results and recommendations.

Evaluates the required effort to remediate audit findings and assesses remediation costs and benefits.

Assists independent auditors as part of external review process.

Makes oral and written presentations of audit findings, risk assessment results, and status updates on corrective action plans to the DCCCD executive leadership and Board of Trustees.

Uses tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and responds appropriately to conflicts and problems

Select, coach, mentor and provide development opportunities for internal audit staff

Provides frequent feedback to team members regarding performance and progress on established goals and objectives.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelors degree in Audit, Accounting, Finance, Information Systems, or related field

Designation as CPA or CIA

A minimum of eight (8) years of progressively responsible, including three (3) years of managerial experience in auditing large complex organizations which includes experience presenting analyses and reports to a Board/Governing Body.

Supervisory experience

Excellent interpersonal skills and integrity that instill a level of trust, credibility and confidence among stakeholders.

Demonstrated experience in oral and written communications

PREFERRED EDUCATIONAL/SKILL REQUIREMENTS:

Masters degree in Audit, Accounting, Finance, Information Systems, or related field

Designation as Certified Fraud Examiner (CFE) or Certified Information Systems Auditor (CISA)

Experience in higher education is desired

****Official transcripts/copy of certifications will be required. Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.**

About Dallas County Community College District:

<https://www.dcccd.edu/au/fastfacts/pages/default.aspx>

The seven independently accredited colleges of Dallas County Community College District (DCCCD) are Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, North Lake and Richland.

The DCCCD is one of the largest community college systems in the State of Texas and among the largest in the United States. Since 1965, they have served more than 3 million people.

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The colleges of the DCCCD work to ensure that Dallas County is vibrant, growing and economically viable for future generations. In addition, they provide economic benefits to business, taxpayers and the community.

Living in the Area:

In 2017, Dallas was the fastest growing city in the US likely a result of also having the second highest job growth rate just after Atlanta. The city is booming with an active downtown and every type of activity— film festivals, major sports, museums, shopping, restaurants, microbreweries, parks and outdoor activities. The area is abundant with major corporations and healthcare. The city was ranked 10th by Forbes Magazine for “Best Places for Business and Careers”. U.S. World News & Report ranked Dallas #18 in Best Places to Live and #9 in Best Places to Retire. The city suburbs offer close knit communities with easy access to the cities.

Application Instructions:

Applications will be reviewed as they are received and should include a cover letter and CV. You may apply directly at <https://acesrch.applicantstack.com/x/detail/a21esjy8sitd> To be considered, applications must be made through the application link and not emailed.

Review will begin immediately. Inquiries, referrals and nominations are treated confidentially and can be sent to: Jennifer Muller, Academic Career & Executive Search at Jennifer@ACESrch.com.

The seven independently accredited colleges of the Dallas County Community College District are part of an equal opportunity system that provides education and employment opportunities without discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity or gender expression. The Dallas County Community College District complies with the Americans with Disabilities and Veterans Act. If you require special accommodations in order to apply for a position, please contact the District Human Resources Office at direct2dhr@dcccd.edu.

****Candidates are subject to a comprehensive background check. Official transcripts will be required****

EEO/AA Policy

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact