

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Director
Internal Audit
Regular Full-Time Position
Position Number 562000**

General Description

The Internal Auditor reports directly to the President with audit reporting responsibility to the TBR Audit Committee and the Board through the TBR Director of System-wide Internal Auditing. The Internal Auditor has overall responsibility for directing a broad comprehensive program of internal auditing within the University. He/she plans and conducts comprehensive reviews of the University's accounting/financial operations and management procedures to determine: (1) the adequacy of the University's systems of internal control and the degree of compliance; (2) the economy, efficiency, and effectiveness of financial, administrative and academic management; and (3) the degree of compliance with applicable Federal, State and local laws and regulations. The performance of these duties requires frequent interaction with high-level officers on matters of policy and implementation.

Primary Duties and Responsibilities

- Work with management to assess institutional risks and develop annual audit plan and audit accomplishment report.
- Develop audit programs; internal control questionnaires, and audit procedures to be used (such as statistical sampling, use of electronic data processing equipment, and record analysis).
- Test compliance with State Board of Regents policies and guidelines, University policies and procedures, State and Federal laws and regulations and contractual requirements.
- Review systems of internal controls, the adequacy of accounting records, and system design and recommends improvements when necessary.
- Make oral or written presentations to University and external officials at the conclusion of the examination, discussing deficiencies, recommending corrective action, and suggesting improvements in operations.
- Incorporate State Board of Regents audit requirements within departmental activities.
- Appraise the adequacy of the corrective action taken of reported audit finds and/or recommendations.
- Conduct special investigations and make recommendations for improved controls, operating procedures, accounting records, and system designs.
- Establish policies for the auditing activity and direct its technical and administrative functions.
- Plan, implement, and evaluate short- and long-range objectives of the Department of Internal Auditing.
- Control and supervise departmental operating budget; recommend budget requests for next fiscal year.
- Authorize the publication of reports to the President and other appropriate personnel on the results of audit examinations, including recommendations for improvements.
- Develop update, and revise the department's audit manual.
- Serve on projects and committees reviewing proposed, revised, and/or new systems.
- Evaluate institutional controls to determine their effectiveness and efficiency
- Coordinate work with external auditors, program reviewers, and consultants.
- Test the timeliness, reliability, and usefulness of institutional records and reports.
- Assist the institution with its strategic planning process to include a complete cycle review of goals and values.
- Evaluate program performance.

Primary Duties and Responsibilities continued

- Perform management advisory services and special requests as directed by the Audit Committee or the institution's President.
- In accordance with TBR mandate, annually audit another TBR president's expenditures upon assignment through the TBR.
- Perform other job related duties as assigned.

Essential Functions

- Ability to effectively operate a personal computer.
- Ability to comprehend and interpret policies, procedures, laws, regulations, and guidelines.
- Ability to consistently produce accurate work and to evaluate the materiality and significance of deviations from established policies, procedures, etc., and to make recommendations for corrective action.
- Ability to communicate effectively.
- Ability to cooperate, work well, and get along with supervisor, University community and the public.
- Ability to exercise good judgment in evaluating situations and making decisions.

Required Minimum Qualifications

- Bachelor's degree in accounting or related field and five years of experience in public accounting, internal auditing or governmental accounting.
- Certified Public Accountant and/or Certified Internal Auditor.
- Experience working with computerized accounting systems and data processing systems.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Masters degree in Accounting or related field and three years of experience in public accounting, internal auditing, or governmental accounting.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS