

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.

**Internal Auditor
Regular Full-Time Position
Position Number – 631150**

Hiring Rang: \$3,064.75- \$3,882.00 Monthly

General Description

The Internal Auditor reports to the Director of Internal Audit and assists with audits of all phases of University operations.

Primary Duties and Responsibilities

- Assist the Director in assessing institutional risks and developing the annual audit plan and audit accomplishment report.
- Develop audit programs, internal control questionnaires for new assignments and revise existing programs and questionnaires.
- Test compliance with State Board of Regents policies and guidelines, University policies and procedures, State and Federal laws and regulations and contractual requirements.
- Prepare audit working papers in accordance with audit standards; document performance through narratives, flowcharts, manual and/or computer-generated spreadsheets.
- Review transactions, documents, records, reports and procedures for accuracy and effectiveness.
- Interact positively with faculty and staff during the course of audits and discuss audit results with appropriate higher level management personnel.
- Research and review current and new legislation, policies and procedures to remain up-to-date and knowledgeable of University and other regulatory agency policies and procedures.
- Attend appropriate continuing professional education courses to enhance and strengthen audit skills.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to apply generally accepted accounting practices and principles to audit engagements.
- Ability to follow basic audit standards, procedures and techniques required to perform audits.
- Ability to effectively operate a personal computer and have knowledge of computer-based information systems and various software packages (Word, Excel, Powerpoint).
- 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 maintain confidentiality.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to exercise good judgment in evaluating situations and making decisions.

Minimum Required Qualifications

- Bachelor's degree in Accounting or related field.
- Two years of experience in accounting or auditing.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Experience in college/university accounting or auditing.
- Experience with SungardSCT Banner higher education administrative software.

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Application Procedure

Application packets should be forwarded to Austin Peay State University, Human Resources Office, P.O. Box 4507, Clarksville, TN 37044 or hrapplications@apsu.edu or faxed to 931-221-6345. Application packets should include a letter of interest; resume; names, addresses, and telephone numbers of three references; and college transcript showing highest degree. (An unofficial transcript may be submitted for screening purposes, but the selected candidate must submit an official transcript prior to the beginning of employment). **Review of applications will begin December 4, 2007 and continue until the position is filled.** See the APSU Home Page at <http://www.apsu.edu/hrhomepage> for other employment opportunities and information on employee benefits. Minorities, women, and members of other protected groups are encouraged to apply. APSU IS AN AA/EOE.