



# The West Virginia School of Osteopathic Medicine



## **INTERNAL AUDITOR**

Reports to: WVSOM Board of Governors Supervision: President, WVSOM

Provides WVSOM Board of Governors and WVSOM President with reports pertaining to the adequacy and effectiveness of WVSOM's system of internal administrative and accounting controls, adherence with institutional policies and procedures, compliance with applicable laws and regulations, and the quality of operating performance compared to established standards. Directs internal audit process. Responsible for performing audits related to such matters as internal administrative and accounting controls, accounting policies and procedures and operating performance. Provides technical expertise as appropriate.

Specific Job Functions: Develop, implement and oversee comprehensive audit and compliance program and procedures for the institution. Utilize investigative procedures and outside specialists if appropriate. Coordinate with WVSOM Legal Counsel as necessary. Determine audit priorities with input from the Board of Governors Finance and Audit Committee, the Board of Governors and WVSOM President. Determine scope and frequency of internal auditing functions. Monitor and track disposition of audit findings and outline needed corrective action. Provide confidential information to the Board of Governors and WVSOM President about the adequacy and effectiveness of the institution's system of internal administrative and accounting controls as well as adherence with policy and procedures, compliance with applicable laws and regulations, and quality of operating performance. Provide feedback with organizational knowledge. Other related duties as assigned by the Board of Governors and WVSOM President.

Minimum Field of Expertise: The successful candidate will have experience in performing compliance reviews and internal auditing. Must have a thorough knowledge of principles and skills to effectively execute and manage an internal audit process and special investigations. Thorough understanding of automated accounting systems and computer operations including related auditing techniques. Thorough knowledge of generally accepted accounting principles and practices (especially fund accounting), auditing procedures and techniques, business law, applicable laws and regulations, and security procedures. Ability to work effectively and independently; to respond creatively to the challenges of modifying organizational behavior; and to be adept at problem formulation as well as resolution. Demonstrated interpersonal skills to deal effectively

and tactfully in person and demonstrated ability to communicate effectively, both verbally and in writing.

Other Skills: Analysis, assessment/evaluation, conflict resolution, interpretation of policies/analyses/trends/etc., interviewing, knowledge of applicable laws/policies/principles/etc., managerial skills, mediation and negotiation, problem identification and resolution, project management, public speaking, research, scheduling statistical analysis.

Qualifications: Bachelor's Degree in Accounting or Business. MBA, CIA or CPA desirable and preferably 5 years of related experience particularly in auditing. Beneficial is experience in higher education. Salary is commensurate with education and related experience for this non-classified, full time exempt position.

Application: Qualified applicants should send a cover letter, current resume, and a list of five references and their contact information to include addresses, e-mail, and phone to Leslie Bicksler, Director, Human Resources. Applicants are encouraged to send application packets via e-mail [lbicksler@wvsom.edu](mailto:lbicksler@wvsom.edu). Material that cannot be e-mailed may be sent to Leslie Bicksler, WVSOM, 400 North Lee Street, Lewisburg, WV 24901. Applications are considered confidential and references will not be contacted without notifying the applicant. Applications will be accepted until position is filled.

West Virginia School of Osteopathic Medicine is an equal opportunity employer and is committed to enhancing diversity among its faculty and staff.