

Portland State University
Portland, Oregon

Position Specifications
Director of Internal Audit

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Prepared by:
Summit Search Solutions, Inc.



Portland State
UNIVERSITY

www.pdx.edu

THE ORGANIZATION

About Portland State University:

Portland State University (PSU) is an urban university and Oregon's largest - located in the heart of the vibrant city of Portland. PSU educates over 28,000 students and offers programs for Bachelor's, Master's, and Doctoral degrees.

PSU is an internationally recognized urban university known for excellence in student learning, innovative research, and community engagement. PSU contributes to the economic vitality, environmental sustainability, and quality of life in the Portland region and beyond. Employees describe Portland State University as a vibrant, diverse, progressive place to work and an environment that welcomes process improvement and innovation. See www.pdx.edu.

PSU is in the process of separating from the Oregon University System. This change is prompting the creation of the University's first dedicated internal audit function. The Director of Internal Audit will create and build the department.

THE OPPORTUNITY

The Position:

Reporting administratively to the President of the University, the **Director of Internal Audit** primarily plans, leads and manages the work activities for the University's internal audit function. He/she is responsible for planning, executing and reporting on operational, financial and regulatory compliance with federal, state, Board of Trustees and University policies, procedures and regulations. The Director of Internal Audit reports functionally to a committee of the Portland State University Board of Trustees, and works closely with the Vice President for Finance and Administration and the University Controller.

Essential Duties/Responsibilities:

- Coordinates and executes an annual audit plan by evaluating the activities of the University to determine the areas to be included.
- Coordinates and oversees engagement of external auditors and coordinated auditing efforts with external auditors.
- Coordinates and communicates the audit process with the campus activity being audited.
- Conducts audit activities and documents results of audit work in accordance with the standards for the Professional Practice of Internal Auditing and the Code of Ethics adopted by the Institute of Internal Auditors.

- Ensures that written reports for each internal audit are prepared and such reports are furnished to appropriate administrative personnel and/or the appropriate committee of the Board of Trustees.
- Conducts risk assessments and evaluates controls in place to mitigate identified risks.
- Keeps the University President and other campus executives apprised of high-risk engagement issues as they arise.
- Evaluates the adequacy of management's response for corrective action and performs necessary follow-up procedures to determine if corrective action has been implemented.
- Reports and reviews major audit issues with appropriate University Officials and/or Trustees to resolve such situations. If fraud or any inappropriate activity is determined, prepares and provides detailed supporting documentation to the appropriate University officials, the Office of General Counsel and appropriate law enforcement officials.
- Reviews and appraises the soundness of the University's financial and information systems controls.
- Reviews University policies and procedures and makes recommendations for improvements and/or adjustments to improve internal controls, as needed.
- Provides leadership and direction in overseeing the day-to-day operation of the Office of Internal Audit. Supervises auditing staff and conducts annual staff evaluations.
- Maintains the university hotline for fraud, waste and abuse reporting and coordinates necessary investigations with University officials.
- Works with the Oregon Secretary of States Audits Division as necessary.
- Ensures the Internal Audit web site content remains current, relevant and informative.
- Performs special projects, as required.

Qualifications:

- Bachelor's degree in accounting, business administration or related field required. Master's degree preferred.
- Professional certification such as a Certified Public Accountant (CPA), a Certified Internal Auditor (CIA) or a Certified Fraud Examiner (CFE) highly preferred.
- Seven years recent professional field audit experience required. Relevant experience in a higher education environment, particularly with a large, public university preferred.
- Experience in managing and designing audit plans and teams.
- Senior level administrative experience.
- Demonstrated understanding of the standards of the Institute of Internal Auditors (IIA) and ability to comply with IIA standards required.
- Strong organizational skill set and the ability to lead an internal audit team.
- Effectively communicates in a professional and courteous manner with diverse individuals and groups.

- Proficient in use of computer programs to extract and analyze financial and accounting data, document audit work and prepare audit reports.
- Understanding of higher education/governmental accounting transactions and principles preferred.

Why consider the opportunity?

- **Impact.** This position will serve as the University's first Director of Internal Audit. Your impact will be substantial as you perform the work as well as create and build the function.
- **Culture of excellence.** Portland State is a dynamic and progressive institution; seeking best practices and continual innovation and improvement.
- **Location.** PSU is an urban campus in one of the most desirable cities to live in the US.

PROCEDURE FOR CANDIDACY:

Confidential review of applications will begin immediately and remain open until finalists are identified. Click the following link to apply and submit your CV/resume:

[Apply Now](#)

Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=4076783&portalID=5652>

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Portland State University supports equal opportunity in admissions, education, employment, housing, and use of facilities by prohibiting discrimination in those areas based on age, color, disability, marital status, national origin, race, religion or creed, sex or gender, gender identity or gender expression, sexual orientation, veteran status, or any other basis in law.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Summit employs passionate search professionals who know and believe in the organizations and talent we represent and are committed to placing the right candidate in the right job. Our focus is on presidents/chancellors; provosts; vice presidents; deans; chairs and directors of major service/academic units; as well as administration including advancement, student affairs, finance, enrollment, financial aid, technology, risk/compliance, and human resources. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including NY, NC, MI and CA.



Portland, Oregon

Whether you see Portland, Oregon, as a small town with a big-city feel or a big city that feels like a small town, it is a cool place to live. Located on the banks of the Willamette River only 90 minutes from snow-capped peaks and the Pacific Ocean, you might not realize Portland's bustling downtown and waterfront are the heart of a metropolitan region with more than 2 million people. Twelve bridges span a wide elbow of the Willamette River, connecting the east and west sides of town. Throughout the metro area are thriving neighborhoods filled with restaurants, record shops, bars, funky clothing stores, antique malls and art galleries. Portland also has an abundance of movie theaters (some even serve beer and pizza), new and used bookstores (including Powell's, the largest bookstore west of the Mississippi), coffee shops and clubs.

Within walking distance of the PSU campus is the world-class Portland Art Museum, the Oregon Historical Society, a performing arts complex and a concert hall. For the sports-minded, the Portland area has its own NBA team (the Trail Blazers) and a major league soccer team (the Timbers) as well as minor-league baseball and hockey teams. Outdoorsy types love Forest Parks, the largest city park in the nation, with 5,000 acres of hiking and biking trails, a zoo, public gardens and beautiful old-growth woods. And all of this is connected by one of the world's leading public transportation systems, a combination of buses, streetcars, and light-rail trains, making the entire metro area only a couple stops away.

If you like day trips, a short drive in any direction will lead you to some of the most breathtaking scenery in the world: mountains, seashore, river gorge and desert.

Oregon is the second most popular state to move to with 61% inbound migration. ([quoted from Forbes](#))

For more information on Portland, Oregon:

Travel Portland: <http://www.travelportland.com/things-to-do/>

Portland Business Alliance: <http://portlandalliance.com/>

Portland Parks and Recreation:

<https://www.portlandoregon.gov/parks/35300>

City of Portland: <https://www.portlandoregon.gov/>

On clear days, the Cascade Range volcanoes Mount Hood and Mount St. Helens loom on the Portland horizon. Both snowcapped peaks are just a short drive from the city.

Stretching above 11,000 feet, Mount Hood is Oregon's highest point. It's a downhill and cross-country skiers' paradise and summer training home for the US Olympic ski team with its year-round snow. During the spring and summer, campers pitch their tents on glassy mountain lakes along the Pacific Crest Trail.

If it's ocean you're looking for, the Oregon Coast is a year-round playground for adventure-seekers and beachcombers alike. Along the scenic coast Highway 101 you'll find quaint beach towns and wind-wracked headlands hundreds of feet above the crashing Pacific, and miles of unpeopled beach, all of which is accessible to the public by law. Wild flowers grow atop massive cliffs, and eons of wind and angry waves have carved giant boulders into caves and lovely cathedral-esque hollows. Bring your wetsuit and surf or sea kayak among the sea lions instead of the crowds.