



## Associate Senior Vice President, Audit Services Job Description

### JOB INFORMATION

<i>Job Code:</i>	199050
<i>Job Title:</i>	Associate Senior Vice President, Audit Services
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	
<i>Job Family:</i>	Senior Executive
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	2 Senior Executive

### JOB SUMMARY

Evaluates the effectiveness of the university's internal audit control policies, practices, and systems. Establishes and maintains internal control practices, develops and implements comprehensive and strategic audit plans, and monitors management's achievement of committed action plans from prior audits. Provides key stakeholders with reports on audit scope, findings and root causes, assesses compliance and efficient use of resources, and reports suspected instances of policy violations in conjunction with other compliance executives. Drives risk/control awareness and self-assessment throughout the university, and represents university to external or regulatory agencies, with the authority to make decisions on behalf of the university.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		In
X		Bachelor's degree	Business Administration	Or
X		Bachelor's degree	Economics	Or
X		Bachelor's degree	Finance	Or
X		Bachelor's degree	Accounting	
	X	Master's degree		

#### Additional Education

**Check here if experience may substitute for some of the above education.**

☐ Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		10 years		
	X	15 years		

## Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Knowledge of relevant analysis, accounting and finance regulations, and familiarity with continuous process improvement techniques.
		Advanced knowledge of OMB Uniform Guidance.
		Thorough understanding of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS), as well as the methods and regulations established by the Government Accounting Standards Board (GASB).

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X	Certified Public Accountant - CPA	

## Other Job Factors

- Ability to work evenings, weekends and holidays as the schedule dictates.

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Develops and manages a proactive, risk-based audit function, and oversees external resources. Establishes and maintains internal control practices, quality assurance reviews, and programs associated with internal reviews that ensure satisfactory administration of the university's credit, fiscal, loan and administrative operations.				
Independently assesses risks and evaluates controls and compliance with established policies, procedures and regulations, making recommendations for improvement. Manages the process of identifying and evaluating risk, and assessing the adequacy, effectiveness and compliance of internal controls established to contain risks.				
Develops and implements a comprehensive, long-range, strategic audit plan to assess the internal control environment and accomplish objectives agreed upon by an audit committee and the CFO. Implements plans to conform to regulatory requirements across all of the university's operations, and monitors management's achievement of committed action plans from prior audits to ensure complete follow-throughs and closure of identified risks.				
Regularly interacts with senior executives across the university, influencing leaders regarding matters of significance to the organization. Provides executive management with reports on audit scope, findings, root causes, and influence acceptance of action plans to prevent/minimize future control risks. Communicates exceptions and control weaknesses, recommends corrections and monitors compliance thereafter.				
Evaluates accounting practices, financial reporting and internal controls, and the reliability and integrity of financial and operational information. Measures compliance with policies and assesses the efficient use of resources. Analyzes the quality and effectiveness of internal operating policies and administrative operational procedures.				
Ascertains extent of protections and safeguarding of the university's assets and recommended methods for improvement. Identifies potential for and/or instances of irregularities (e.g. fraud, abuse), or errors. Reports suspected instances of policy violations in conjunction with other compliance executives.				
Monitors and assesses risks/controls as they relate to the university's business objectives. Assessments may be based on an integrated university control framework to ensure the effectiveness and efficiency of operations, reliability of				

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
financial reporting, and compliance with laws and regulations, and the safeguarding of the university's assets.				
Examines, formalizes and distributes key audit and compliance processes in all areas of the enterprise, leading to the adoption of best practices to minimize risk. Applies forward-thinking and creativity to help set compliance strategy, driving risk/control awareness and self-assessment throughout the university. Represents the university to external or regulatory agencies with the authority to make decisions on behalf of the university.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.