



USC University of
Southern California

Internal Audit Manager Job Description

JOB INFORMATION

<i>Job Code:</i>	113721
<i>Job Title:</i>	Internal Audit Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May lead one or more employees performing similar work.
<i>Job Family:</i>	Audit
<i>Job Family Group:</i>	Compliance
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Assists in risk assessments and development of the annual internal audit plan. Manages assigned part of the internal audit plan. Conducts audits that evaluate the design and effectiveness of processes and controls, while monitoring for adherence to audit schedules and budgets.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Bachelor's degree		With
	X	Specialized/technical training		

Additional Education

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		6 years		
	X	8 years		

Additional Work Experience

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience with internal or external audits, risk assessment and business process improvement.
X		Strong knowledge of internal auditing concepts and principles.
X		Ability to work collaboratively in a team setting.
X		Familiarity with Microsoft Office.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to analyze data and familiarity with data analytics procedures and software.
X		Ability to analyze and solve complex problems.
X		Demonstrated ability to supervise, train, and motivate others.
X		Ability to work effectively with diverse populations.
X		Excellent written and oral communication skills.
	X	Extensive experience with internal and external audits, risk assessment and business process improvement.
	X	Proven leadership abilities.
	X	Demonstrated technical understanding of operating systems (e.g., Windows, Linux, VMS), network devices and infrastructure (e.g., firewalls, switches, access points), databases and security.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Certified Public Accountant (CPA) and/or Certified Internal Auditor (CIA) certification.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages and executes assigned audits on the approved audit plan, meeting established budgets and timelines. Plans, executes and manages the day-to-day activities of audit engagements (e.g., pre-engagement planning, assigning and managing audit procedures, preparing and reviewing reports).				
Evaluates effectiveness of internal controls and identifies opportunities for process improvements and best practices. Writes and presents clear and concise reports and presentations containing meaningful observations and recommendations, and documents procedures and conclusions related to projects.				
Works directly with all internal management levels, as appropriate. Maintains communication with business management throughout the audit process. Supervises, mentors, trains, and provides performance management for audit staff. Develops and maintains a positive, productive, collaborative, and professional relationship with project teams and management.				
Performs follow-up of management action plans. Manages special projects, investigations, and other internal audit activities as assigned.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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: https://policy.usc.edu/mandated-reporters/

Campus Security Authority (CSA)	<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: https://dps.usc.edu/alerts/clery/	

ACKNOWLEDGMENTS