Chief Audit Executive (CAE) – El Paso, TX

Department: System Audit Office
Institution: The University of Texas System Administration
Location: El Paso, TX (The University of Texas at El Paso Campus)
Salary: Salary commensurate with experience.
Benefits Eligible: Yes (Benefits Summary)
Earliest Start Date: Immediately
Relocation Offered: Yes

Purpose of Position:
Ensuring that an effective internal audit function is in place for The University of Texas at El Paso with a focus on adding value and improving the University’s operations, risk management, control and governance processes. The Institutional CAE will provide stakeholders with risk-based, objective and reliable assurance, advice and insight. He or she will assist the UT System Chief Audit Executive and Institutional President and provide strategic audit and risk assessment in compliance with professional and governmental auditing standards and assist executive management in accomplishing its goals and objectives.

Essential Functions:
- **Provide independent assurance services by:**
  - Developing with input from the Institution President and the Institutional Audit Committee an annual audit plan based upon an accepted risk assessment methodology and approved by the Institutional Audit Committee and by the Audit, Compliance and Management Review Committee of the Board of Regents;
  - Managing the timely accomplishment of the audit plan and monitoring progress based upon the Institute of Internal Auditors International Professional Practices Framework;
  - Providing verbal and/or written communications of audit findings and recommending improvements based upon results;
  - Performing follow-up of corrective action taken by management for recommendations;
  - Coordinating external audits and reviews.
- **Provide consulting services as appropriate for campus leadership.**
- **Conduct investigations of suspected fraud or similar activities.**
- **Report the status of activities to the UT System Audit Office, Institution President, the Internal Audit Committee, and institutional management as needed by:**
  - Preparing Institutional Audit Committee meeting materials in coordination with the Audit Committee Chair;
  - Maintaining a close working relationship with the Institutional Audit Committee Chair;
  - Preparing the required UT System and State reports; and
  - Reporting on the status of outstanding recommendations.
- **Maintain a position as a trusted advisor and provide value added services to the institution by:**
  - Meeting with the President and senior management to nurture an effective working relationship with institutional management as appropriate to maintain a flow of communication;
  - Providing or assisting with training and awareness activities fostering a control conscious environment on campus; and
  - Advising management of emerging risks and new compliance requirements.
- **Ensure resources are adequate and sustained to address campus risks by:**
  - Hiring competent staff and encouraging staff to attain professional certifications, and
  - Providing development and training opportunities to staff.
- **Coordinates with other internal and external providers of assurance and audit services to ensure appropriate coverage and minimize duplication of effort.**
Participate in outreach and external involvement to further promote the audit function and the profession by:

- Participating in campus and UT System Committee meetings as needed,
- Participating in appropriate professional organizations such as the Institute of Internal Auditors, the Association of College & University Auditors, Association of Certified Fraud Examiners, etc. and
- Conducting professional speaking engagements or writing internal auditing articles, as appropriate.

Establish and maintain an active and continuous quality control and improvement program which includes, but is not limited to:

- Ensuring that external quality assurance review is conducted at least once every three years as required by the Texas Internal Auditing Act, and
- Conducting on-going quality control and improvement activities to ensure the highest quality audit program.

Provide administrative oversight for office operations that:

- Establishes appropriate policies and procedures for office and auditing activities,
- Ensures office budgets and accounts are appropriately maintained, and
- Conducts annual employee performance evaluations.

Other related duties as assigned.

Required Qualifications:

- **Education:** Bachelor’s degree in accounting, finance, management or information systems or related fields.
- **Experience:** A minimum of seven (7) years of professional audit experience in progressively responsible leadership position(s) within a public or private college or university, a state or federal agency, an accounting/auditing firm, or with in private industry.
- **Certifications:** Certified Public Accountant or Certified Internal Auditor.

Preferred Qualifications:

- **Education:** Master’s degree in business administration (MBA), accounting, management, information systems, or education administration.
- **Experience:** Experience working with modern, sophisticated, computer-based accounting and financial reporting systems in a large, complex higher education organization in a leadership role.

Knowledge, Skills & Abilities:

- **Communication**
  - The ability to provide effective oral and written communication that can be both technical and persuasive.
  - The ability to listen during conversation and extract important information.
  - Ability to assess situations, identify audit issues, and offer relevant recommendations and practical solutions.

- **Knowledge development**
  - Assimilate and apply new and job related information and apply into practice as needed.

- **Leadership & Productivity**
  - Ability to exercise good judgment, tact and leadership to successfully manage multiple ongoing audit projects.
  - Proficiency in financial accounting principles and techniques including a deep understanding of management and operational principles related to a large business organization that includes academic, research, and auxiliary units, in order to recognize and evaluate the materiality and significance of deviations from “good business practice.”
  - Ability to work as part of a team acknowledging the special attributes necessary in a dual reporting role.
  - Develop the skills and competencies of subordinates through training and development activities.
  - Set high goals and standards of performance for self, subordinates and others in the organization.
• Ability to effectively build, motivate and lead a strong audit team.
• Create a goal oriented environment where creativity and imaginative solutions are accepted.

➢ Ethics
• Have unimpeachable integrity, objectivity and tenacity for doing what is right.

➢ Organization and time management
• Plan activities in order to accomplish expected results with appropriate allocation of resources.

➢ Problem solving and decision making
• Identify problems and their probable causes.
• Develop alternative courses of action based upon logical assumptions and make logical decisions.

➢ General understanding and knowledge of:
• Generally accepted accounting and auditing procedures.
• Government auditing standards and procedures.
• Information Systems controls.
• Federal & State regulations.
• Data analytics.
• Automated working papers.

Working Conditions:
Work is performed in an office environment. Uses personal computer and other standard office equipment. Requires occasional evening or weekend hours.

How to Apply:
In order to be considered, applicants must submit all required application materials to Office of Employee Services at careers@utsystem.edu. The subject line of the email should read as follows: CAE-El Paso _FirstName_LastName

Required Application Materials:
• A resume is required in order to apply.
• A letter of interest is required in order to apply.

Additional Information:
Security sensitive; conviction verification conducted on applicant selected.

EO/AA Statement:
The University of Texas System Administration is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation. Reasonable disability accommodation may be requested by contacting the Office of Employee Services.

About The University of Texas System:
Established by the Texas Constitution in 1876, The University of Texas System consists of nine academic and six health institutions. The University of Texas System Administration (based in Austin, Texas and found on the web at www.utsystem.edu) is responsible for the central management and coordination of the 15 institutions. The University of Texas System has an annual operating budget of $14.6 billion (FY 2014) including $3 billion in sponsored programs funded by federal, state, local and private sources. With about 90,000 employees, The University of Texas System is one of the largest employers in the state.

About The Department:
The University of Texas System Audit Office provides an independent internal audit appraisal function established within UT System to examine and evaluate its activities as a service to the UT Board, the
Chancellor, and the Executive Staff of the UT System. More information on the department including its mission statement and structure can be found on the System Audit Office website.

About The Location:
The University of Texas at El Paso has redefined public higher education not only in Texas, but across the nation as the University begins its second century of service to the people of the Paso del Norte region and reaffirms its commitment to an access and excellence mission.

The University’s extraordinary success is validated by Washington Monthly magazine’s 2014 ranking of UTEP as one of the top 10 universities in the nation, grouped with Stanford, Harvard, UC Berkeley, UCLA and UC San Diego, to name a few. UTEP has been ranked #1 for the third consecutive year among all U.S. universities in the social mobility category for its success in helping students achieve the American Dream.

UTEP offers a broad array of degree programs – 70 bachelor’s, 76 master’s and 20 doctoral degrees taught by outstanding faculty who have been recognized for their commitment to student success. With more than $80 million in annual research spending, UTEP is dedicated to becoming the first national research university serving a 21st century student demographic. The University’s outstanding record of receiving extremely competitive grant awards reflects the quality of UTEP’s faculty and their sustained commitment to excellence while also maintaining an academic environment dedicated to addressing the educational needs of students – many of whom are the first in their families to attend college.

For more information on the university please visit The University of Texas at El Paso website.

If you have any questions contact us at: careers@utsystem.edu.