Clark Atlanta University
Job Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Internal Compliance Auditor</th>
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<tbody>
<tr>
<td>Employee:</td>
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<tr>
<td>Department:</td>
<td>CAU Compliance Department</td>
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<tr>
<td>Reports To:</td>
<td>Internal Compliance Audit Manager</td>
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The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

This position reports to the Internal Compliance Audit Manager of Clark Atlanta University. Independently and as a team member, conducts audits/assurance reviews and evaluates the effectiveness of financial, operational, compliance, technology, and administrative controls. Independently and as a team member, identifies key risks to the organization and researches areas of exposure including financial, operational, information systems, and compliance. Conducts risk assessments with the Internal Compliance Audit Manager and the Chief Compliance Officer.

Collects a variety of information to obtain a comprehensive understanding of functional areas, internal processes, and procedures. Prepares and reviews narrative descriptions, flowcharts, and related work papers that document results of audit activities (i.e. A-133 audit). Assesses the efficiency and cost effectiveness of processing activities. Prepares and submits reports documenting scope of audit, summary of opportunities for improvements, and recommendations for strengthening internal controls consistent with the COSO and COBIT frameworks.

Assist in the development of test plans and participates in testing activities. Assist in the development of efficient and effective solutions to address identified issues or concerns. Resolve complex problems requiring the application of accounting, technical or management principles, theories and concepts. Meets with various levels of management to communicate interim and final audit/assurance review findings and recommendations, verbally and in writing.

Assist in training and educating management (i.e. Deans, Chairs, PI, etc.) in matters involving effective internal controls, reporting of fraud or other areas of non-compliance. Stays abreast of all applicable laws, regulations (i.e. OMB Circulars A-21, A-122, A-133, A-110, etc.), and practices affecting areas to be monitored and audited. Follows-up to ensure departments are implementing required changes identified through audit/assurance reviews. Assist in educating/training affected department in details of policies.

Examples of Duties and Responsibilities:

- Conduct risk assessments
- Document scope of audit/assurance reviews
• Develop test plans and participate in testing activities
• Assist in educating/training affected departments in details of policies
• Monitor effective internal controls with regard to reporting of fraud, abuse, inquiries/complaints from federal sponsoring agencies

A sound knowledge of
• Generally Accepted Accounting Principles (GAAP)
• Committee of Sponsoring Organizations (COSO) control framework
• Auditing Standards
• Audit Control language, MS Access, MS Word,'MS Excel, Power Point, and Visio
• Effective interpersonal skills
• Excellent written and verbal communication skills
• Ability to work well independently and as a team.

Minimum Hiring Standards

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<tr>
<th><strong>Education</strong></th>
<th>A bachelor's degree, preferably in finance, business or accounting; master's degree is preferred; Certified Internal Auditor, Certified Public Accountant, or Certified Information Systems Auditor will be considered.</th>
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<tr>
<td><strong>Years of Experience Required</strong></td>
<td>Five years of professional experience, three of which should be in auditing.</td>
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<tr>
<td><strong>Years of Management/Supervisor Experience</strong></td>
<td>N/A</td>
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Employee ___________________________ Date ____________

Manager/Supervisor (Internal Compliance Audit Manager) ___________________________ Date ____________

Human Resources ___________________________ Date ____________