



ALABAMA SOUTHERN COMMUNITY COLLEGE

Position Vacancy Announcement

Posting Date: July 2, 2008

Position: Internal Auditor – Monroeville Campus

Minimum Qualifications:

1. Bachelors Degree in Accounting, Finance, Business Administration or other Business related field with strong emphasis on Accounting and Auditing. Master's Degree preferred.
2. Three (3) years work experience in Accounting and/or Auditing.
3. Computer proficiency including, but not limited to, Microsoft Office Suite.

Position Summary:

The Internal Auditor will perform Internal Audits to evaluate the procedures for compliance with institutional and State Board of Education policies, and State and Federal laws. The Internal Auditor will assist with providing assurance that the operation, organization and policies established by administration complies with the written procedures designed to provide internal and accounting controls. The Internal Auditor will assist the Human Resources Office, the Student Development Office, and the Business Office in complying with all directives of the Chancellor and State Board of Education policies.

Duties:

At a minimum, the essential functions of the Internal Auditor Instructor shall include:

1. Develop and maintain a schedule of audits to be performed for compliance on grants and contracts and to evaluate internal controls for all departments.
2. Perform regular audits as dictated by the audit schedule as well perform compliance audits based on risk assessment.
3. Coordinate all external audits and work closely with external auditors on campus.
4. Prepare all bank reconciliations and prepare journal entries for month end closing.
5. Work with the Director of Accounting to ensure all reconciliations are performed for monthly, quarterly and year end general ledger closing.
6. Assist in or prepare periodic and special financial reports for managerial purposes.
7. Maintain access to the on-line banking programs.
8. Verify Federal and other restricted expenditures on a monthly basis and prepare reimbursement schedules.
9. Prepare a monthly written report on unusual situations and/or financial issues for the President.
10. Evaluate internal controls in the Business Office as well as all aspects of the fiscal affairs.
11. Reconcile financial aid grants and contracts between general ledger and financial aid Office.
12. Supervise and maintain the inventory of all fixed assets, to include land, buildings and equipment.
13. Prepare a reconciliation of fixed asset subsidiary balances with the appropriate general ledger control accounts.
14. Serve on college committees as assigned by supervisor.
15. Ability to respond to requests from management, as well as local, state and federal agencies.
16. Performs other job related duties as assigned by the supervisor to complete professional development or teaching assignments

Salary: Salary level is based on Alabama College System, Schedule C3

Application Deadline: July 22, 2008

Starting Date: Negotiable

Application Procedure: Send a completed application package to:
Office of Academic Affairs/Human Resources
Alabama Southern Community College
P.O. Box 2000
Monroeville, AL 36461

A complete application consists of:

1. An Alabama Southern Community College Application
2. A resume showing education degrees earned and employment history
3. Copies of transcripts from all colleges attended
4. Three letters of recommendation

Incomplete applications or applications received after the deadline will not be considered. Applicants selected for interview will be notified of the date, time, and location of the interview by telephone. Interview expenses will not be paid by the college. **Official application forms may be obtained from the College Website www.ascc.edu or from the Vice President for Learning/Academic Affairs by written request.**

Alabama Southern Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Alabama Southern Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.