Internal Auditor - HigherEdJobs

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EMBRY-RIDDLE
Aeronautical University

Job Description

Embry-Riddle: A Global Leader in Aviation and Aerospace
With vibrant campuses in Daytona Beach, FL and Prescott, AZ, plus a Worldwide network across approximately 120 locations, Embry-Riddle stands as the world's largest aviation and aerospace university. For over 95 years, we've been pioneering education in STEM fields, serving over 11,600 residential students and 19,200 globally in the 2023-24 academic year with cutting-edge programs in Applied Science, Aviation, Business, Technology, Engineering, Safety, Security, and Space.

The Opportunity

The internal audit activities are designed to add strategic and operational value to the University, as well as provide management and trustees with assurance as to the integrity of internal controls specifically and business processes generally.

Under the supervision of the Director of Internal Audit, and working closely with the Chief Audit Executive, this position performs audit engagements and contributes to compliance and enterprise risk management (ERM) initiatives. The auditor will participate in operational,

assurance, advisory services, and other special audits/investigations, assist in monitoring and testing compliance activities, and help facilitate ERM activities that promote a risk-aware culture across the University.

This is an excellent early-career opportunity for individuals seeking to develop broad experience in internal auditing, compliance, and risk management within a mission-driven higher education environment.

Key Responsibilities
Internal Audit (primary function)

- Perform operational, assurance, advisory services, compliance, and special audits as assigned, under the supervision of the Director of Internal Audit.
- Assist in planning audit objectives, developing audit procedures, and documenting work performed in accordance with the Institute of Internal Auditors' Global Internal Audit Standards.
- Conduct interviews, gather and analyze data, and prepare clear, concise audit workpapers and reports.
- Perform follow-up reviews to monitor management's implementation of action plans.
- Appropriately apply data analytics and artificial intelligence tools in audits and risk assessments.

Compliance and ERM Support (secondary function, as needed)

- Assist in monitoring and maintaining compliance tracking tools and risk registers.
- Support ERM and compliance efforts and documentation.
- Conduct regulatory and policy research, compiling information on applicable laws, regulations, and best practices.
- Contribute to the preparation of presentations and reports for senior management and the Audit Committee.

Perks Await You at Embry-Riddle!

- **Health Benefits:** Experience comprehensive medical, dental, and vision coverage, along with wellness programs that include preventive care and fitness memberships. Our flexible spending and health savings accounts simplify managing healthcare costs. Join a workplace that prioritizes your health-because your journey to wellness should be rewarding! Buckle up for a healthier, happier you!

- **Tuition Coverage:** Get 100% tuition coverage for yourself for one undergraduate and one graduate degree, and discounted rates for your spouse and dependent children up to age 26.
- **Retirement Contributions:** ERAU contributes an annual 6% gift of your base salary to your retirement plan and offers a 4% matching contribution, with no vesting period.
- **Generous Time Off:** *Generous Time Off: Relax with 18 days of personal leave in your first year. Enjoy 9+ paid holidays, including the day after Thanksgiving and the week between Christmas Eve and New Year's Day.*

Qualifications
Required Education and Qualifications:

- Candidates must have a bachelor's degree in accounting, Finance, Business Administration, or related field or equivalent life experience.
- This is an entry-level position. Candidates may have 0-2 years of professional experience in internal audit, external audit, compliance, risk management, or related fields.
- Experience in higher education, non-profit, or similarly complex organizations is a plus.

Required skills, knowledge, abilities:

- Knowledge of accounting and auditing principles and practices.
- Understanding internal controls, risk assessment, and compliance concepts.
- Knowledge of The Institute of Internal Auditors Global Internal Audit Standards.
- Proficiency in Microsoft Office Suite.
- Skill in project management to achieve quality project outcomes while meeting established timelines.
- Skill in time management with the ability to prioritize and plan activities.
- Skill in interviewing.
- Skill in analyzing data
- Professionalism in working with confidential and sensitive matters with the utmost discretion and tact.

- Strong work ethic with a commitment to continuous improvement in a dynamic environment that strives to exceed expectations.
- Ability to work both independently and as part of a team.
- Ability to work effectively with diverse constituent groups and individuals.
- Effective interpersonal skills, including the ability to fluently read, interpret, speak, write, and understand the English language.
- Ability to interact professionally and maintain effective working relationships with supervisors, peers, and auditees.
- Ability to prepare error-free documentation, correspondence, and reports in a professional and timely manner.
- Ability to produce internal audit work which conforms to professional standards.
- Ability to achieve quality project outcomes while meeting established timelines.
- Ability to travel as needed.

Extra consideration will be given to candidates with:

- Experience using data analytics tools (e.g., advanced Excel, Power BI, etc.).
- Familiarity with Workday or similar ERP systems.
- Interest in pursuing professional certification or advanced training in internal audit, compliance, or risk management.

Application process/requirements

To submit your application for this opportunity, please visit the Embry-Riddle Career Site and search for requisition number **R310494.** Please attach all relevant materials to your application when you apply online. Complete submissions include:

- Cover letter
- Full Resume
- Contact information for at least three professional references (please note that references may be contacted as part of the interview/screening process)

Current Embry-Riddle employees: Please apply directly through the ERAU Employee Hub Central application within Workday.

Embry-Riddle is committed to fostering a workplace where all individuals are valued and respected. We strive to ensure that all faculty, staff, and students are treated fairly and provided equal opportunities for employment, advancement, compensation, training, and other benefits of employment. Embry-Riddle makes employment decisions - including hiring, promotions, compensation, and other terms of employment - based on individual merit, qualifications, and abilities. Embry Riddle is strongly opposed to discrimination and harassment, and such behavior is prohibited by university policy. Embry Riddle does not discriminate on the basis of race, color, national origin, sex, disability, veteran status, predisposing genetic characteristics, age, religion, or pregnancy status, or any other status protected by federal, state, or local law, in its employment, educational programs, admissions policies, financial aid, or other school-administered programs or activities. For further information, please visit our website.

E*mbry-Riddle is not seeking assistance from staffing or recruitment agencies. All agencies are directed to contact eraujobs@erau.edu and should not reach out to hiring managers or staff.*

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