The candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day the General and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute. NOCCCD will not sponsor any visa applications.

Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. Materials submitted independently of the application package will not be accepted.

Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section on the application will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials.

Submit application package to: Human Resources Office North Orange County Community College District 1830 W. Romneya Dr. Anaheim, CA 92801

DEADLINE FOR APPLICATIONS Application package must be received by 5:00 pm, November 24, 2014. Postmarks will not be honored. Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by fax or email.

SELECTION PROCESS The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview a written exercise and/or an oral presentation related to the assignment will be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications DOES NOT ensure an interview.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4822 at least three (3) business days in advance of the scheduled examination/interview date.

NOCCCD – “Greatness. Achieved.”

The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premiere colleges and most extensive continuing education programs combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 64,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. Our college students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in our continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people—each pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

The District is governed by a seven-member Board of Trustees, elected by trustee area, by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2013-14 is $190 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training.

The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery through an array of vocational training and self-development courses.

For further information about the position contact: Rodrigo Garcia - District Director, Fiscal Affairs rgarcia@nocccd.edu

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault treatment and counseling and maintenance of a drug-free environment is available online at www.nocccd.edu.
THE POSITION

DISTRICT MANAGER, INTERNAL AUDIT
JOB #DEM980

STARTING DATE
Within a mutually agreeable time, as soon as possible after acceptance of the position.

BASIC FUNCTION
Under the direction of the Vice Chancellor of Finance and Facilities, and in conjunction with the District Director, Fiscal Affairs, this position is responsible for the internal audit functions of the District, augmenting the auditing activities of the independent external auditors, and serving as the District’s technical expert on all audit matters.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities as presented are intended to be representative and not restrictive. The District reserves the right to modify the assignment and allocation of duties in accordance with operational needs.

Develop and implement internal audit plan for the District that tests and evaluates compliance with federal and state laws, and District policies and practices. Coordinate and directly assist with all audits conducted by outside agencies such as the IRS, FTB, etc.

Keep current on changes in laws, regulation, or audit and compliance reviews related to community colleges and bring new developments to the attention of appropriate District staff.

Prepare written reports for senior management and the Board of Trustees; interpret results to improve the District-wide management of financial and operational responsibilities.

Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.

Plan, organize and arrange appropriate training and staff development activities; provide orientation for new employees.

Attend a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.

Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

Review audit findings with appropriate personnel, conduct follow-up reviews on the status of recommendations made by both internal and external auditors and determines whether corrective action has been taken to improve deficient conditions.

Review the means of safeguarding assets and, as appropriate, verify the existence of such assets.

Develop and implement audit activities and procedures; implement and update accounting procedures and systems; recommend appropriate accounting treatment for year-end adjustments and closing activities.

Coordinate and directly assist with all audits conducted by outside agencies such as the IRS, FTB, etc.

Prepare written reports for senior management and the Board of Trustees; interpret results to improve the District-wide management of financial and operational responsibilities.

Conduct internal audits; perform special audits as directed; conduct individual unannounced audits to discover misappropriation of assets or funds to prevent and/or detect fraud.

Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.

Perform related duties as assigned.

REQUIRED QUALIFICATIONS

Bachelor’s degree from an accredited institution, with a major in accounting, finance, business or a related field.

Valid California license to practice as a Certified Public Accountant or Certified Internal Auditor.

Four (4) years progressively responsible experience as an auditor with an internal auditing unit or a commercial auditing firm in financial or operational auditing with direct experience in planning, organizing and independently performing audit tasks for financial audits, compliance audits, performance or operational audits, and internal control reviews.

The award of all degrees must be verifiable on a legible transcript.

DESERABLE QUALIFICATIONS

Master’s degree from an accredited institution in accounting, finance or business administration.

Audit experience in an educational institution with an automated accounting system.

Experience in planning and performing financial and compliance audits of California Community Colleges.

Effective oral and written communications skills.

SALARY

This is a designated classified management position subject to a one-year probationary period. The initial salary placement range is $81,420 - $103,023 annually, 12-month position, plus an additional $2,600 annually for an earned doctorate from an accredited institution. Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.

BENEFITS

The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care. The District pays the full cost of the employee-only health insurance premium for the plan selected by the employee. In addition, the District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE

Reference Job #DEM980 in all correspondence. Download the District Classified Application on our website at http://www.nocccd.edu, or email requests to hroffice@nocccd.edu, or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Classified Management Application as a complete package.

A complete application package MUST include the following:

1. Completed District Classified Management Application.
2. Letter of interest which provides examples from your background and experience that address the qualifications, duties and responsibilities listed in this brochure and demonstrate how your knowledge and experience apply to this position.
3. Current resume describing educational background, professional experience, and other information pertinent to the position.
4. Undergraduate AND graduate college transcripts (may be unofficial). The award of all degrees must be verifiable on a legible transcript. Evaluations of foreign degrees and course work are required. See www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.
5. Copy of valid Driver’s License.
6. Copy of valid California Certified Public Accountant or Certified Internal Auditor license.

APPLICATION DEADLINE

Mailed applications will be accepted until the position is filled. The District reserves the right to extend the deadline and participate in selection at any time prior to the expiration of the deadline date.

APPLICATION MATERIALS

A complete application package MUST include the following:

1. Copy of valid California Certified Public Accountant or Certified Internal Auditor license.
2. Letter of interest which provides examples from your background and experience that address the qualifications, duties and responsibilities listed in this brochure and demonstrate how your knowledge and experience apply to this position.
3. Current resume describing educational background, professional experience, and other information pertinent to the position.
4. Undergraduate AND graduate college transcripts (may be unofficial). The award of all degrees must be verifiable on a legible transcript. Evaluations of foreign degrees and course work are required. See www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.
5. Copy of valid Driver’s License.
6. Copy of valid California Certified Public Accountant or Certified Internal Auditor license.